

Test Session Delivery Fees at Prometric Test Centers:

Testing Fee Structure:

Seat Time (Hours)	Fee
1.0	\$35
1.5	\$40
2.0	\$45
2.5	\$50
3.0	\$55
3.5	\$60
4.0	\$65
4.5	\$70
5.0	\$75
5.5	\$80
6.0	\$85
6.5	\$90
7.0	\$95
7.5	\$100
8.0	\$105

Cancellation, Rescheduling, Late Arrival, No-Show Fee Structure: For a Candidate who is rescheduled, canceled, arrives late, or does not appear for a scheduled Test during the Cancellation/Reschedule Period set forth below, Prometric shall be entitled to the following Cancellation/Rescheduling Fees:

Category	Cancellation/Reschedule Period	Cancellation/Rescheduling Fee
1	30 or more days before Test date	None
2	2-29 days before scheduled Test date	\$25 per cancellation/reschedule
3	a) less than 2 days before Test date, or b) fails to appear for a scheduled Test, or c) presents himself/herself more than thirty (30) minutes after the scheduled start time for taking the Test and is refused admission	The full Test Delivery Fee for the cancelled/rescheduled Test (to be invoiced by Prometric to Client)
4	Event Kit Cancellation Fee - A cancellation made within 5 business days of the test day will be invoiced for that day as it was requested. Onsite Center Cancellation Fee – A cancellation made within 3 business days from the event day originally requested will be invoiced for that day as it was requested.	Event Kit Cancellation Fee- The full rate of the proctor to be invoiced if event is cancelled within 5 business days for an Event Kit session. Onsite Center Cancellation Fee- The full rate of the proctor to be invoiced if event is cancelled within 3 business days for an Onsite Center.

5	<p>Special Accommodations Cancellation Fee - To avoid an interpreter or reader cancellation fee, the appointment would need to be cancelled 2 full business days prior to the appointment date.</p> <p>*For Example- if the Special Accommodations appointment is scheduled for a Friday, Prometric needs to receive the cancellation by 5pm on Tuesday to avoid cancellation fees.</p>	The full rate of the interpreter/reader if cancelled less than 2 full business days prior to the appointment, which is based on current market rates, \$200 separate room fee, and a \$35 Administrative fee.
---	--	---

Schedulers must make and confirm all cancellations/changes through the Website or direct contact with the Contact Center. Leaving a message on a recorder or a voice mail is not sufficient to confirm cancellation/change.

Please Note:

1. NGA applies a 15% administrative fee that is added to all Prometric fees shown above.
2. All Prometric fees shall be increased by two percent (2%) per annum, beginning on January 1, 2019.
3. NGA will provide technical support for test sessions during the following days/times:
 - Monday – Friday: 7:00 am – 7:00 pm ET
 - Saturday: 7:00 am – 3:00 pm ET