

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.	The full rate of the proctor to be invoiced if event is cancelled within 5 business days for an Event Kit session. 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>	<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.</p>
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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 12% 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