

Complete Cancellation of Application/Registration: All requests to completely withdraw an application to take the OTC® or OT-SC™ Examination with a confirmed registration, must be done in writing and mailed to the NBCOT office. Consideration will be made to properly executed requests that are **received** in the NBCOT office. A \$100.00 cancellation processing fee will be deducted from all refunds.

If a candidate was accepted and registered to take either the OTC® or OT-SC™ Examination **and has made an appointment for said Examination**, the set appointment must be cancelled with the NBCOT and the Test Administrator by the candidate or Employer **before** any refund will be considered.

REFUNDS OF THE ORIGINAL TOTAL TESTING FEES PAID, WILL BE ISSUED MINUS \$150.00 PLUS A \$100.00 CANCELLATION PROCESSING FEE. (\$250.00 Total)

If you Cancel your existing appointment and application within the immediate 6 BUSINESS DAYS BEFORE A SCHEDULED TEST DATE, you are considered a “No Show” by the NBCOT and the Test Administrator. You will forfeit all fees paid.

Refunds will be issued to the party that paid for the examination fees ONLY. Refunds will be made in the same manner as the original fees were paid (i.e.; same credit card, bank check, or money order). After a cancellation has been approved and processed, any future consideration for testing will require submission of a new application.