

### IMPORTANT NOTICE!

**“No Show” Penalty:**

All fees paid to AWS are forfeited if a candidate fails to submit the cancellation or rescheduling request on time. This also applies if you arrive late, arrive unprepared (i.e. missing proper ID, wrong codebook etc.), and do not show up to the seminar and/or exam, and/or any of the parts for the CWI exam.

**Exam Invalidation Policy:**

Your exam will be considered “invalid” if at any moment you take the fundamental part and/or codebook part of the exam before taking the practical exam. If do not complete all portions of the exam within the allotted days, your exam will be invalidated, and it will count as one of your attempts resulting in forfeiting all fees.

**Processing Fee**

The processing fee is included in ALL certification price list fees. If a candidate does not meet the qualification requirements to take the exam or cancels their exam registration, a refund is issued minus the **\$125 processing fee**.

**Seating Fee**

If you are taking a computer-based exam, your seating fee is already included in your exam price.

**Application and Fast Track (Domestic Candidates only)**

The Application Submission Deadline is six (6) weeks prior to the week of the scheduled seminar/exam or exam date. Please refer to the [seminar/exam schedule](#) to confirm the submission deadline date. An application received after the submission deadline, but no later than eighteen (18) business days prior to the week of the event is processed for the requested test site if space is available. The \$395.00 Fast Track Fee is charged for this service and non-refundable. Full payment for the application and Fast Track fee is required in order to be processed and complete registration. Please do not make travel or hotel arrangements prior to receiving a confirmation letter for the seminar/exam or exam.

***Change of Codebook***

Codebook changes will only be permitted up to 18 business days prior to the start of event week. Please keep in mind, if you have already scheduled the fundamental part and/or codebook part of the exam, you will need to contact Prometric and reschedule based on the new eligibility codes on your new confirmation letter.

***Please Note:***

**You have 120 days to take the fundamental part and codebook part of the exam after your practical exam.**

**There will be no extensions granted on eligibility codes.**

***Changes to codebook will not be permitted once candidate has tested to the PART B portion of the exam.***

**Rescheduling your paper-based/CBT exams — Including Seminars**

The Certification Department must receive a [Change of Site/Cancellation](#) form via email. Your first rescheduling request will be processed without charge if request is submitted no later than eighteen (18) business days prior to the week of the event. Any other rescheduling requests received will be charged a non-refundable rescheduling fee (as below) and must be paid in full prior to your rescheduling request being processed. There will be no rescheduling permitted during the week of the event. The rescheduling fees for paper-based exams are:

	18 Business days or more prior to start of event week	Prior to start of event week but less than 18 business days	Event week
Seminar Only	\$250	\$395	No Reschedule
Paper Based Exam Only	\$250	\$395	No Reschedule
Seminar and Exam	\$500	\$790	No Reschedule

**Rescheduling your computer-based exams—**

If you are taking one of our computer-based exams, you will need to reschedule directly with our partners at [Prometric](#) at [www.prometric/aws](http://www.prometric/aws) or calling 1-800-864-5257.



The rescheduling fees for computer-based exams are:

	More than 30 days prior to the exam	Between 29-2 days prior to the exam	Less than 2 days prior to exam
Per Exam Part	\$0	\$35	Forfeit ALL fees

### Cancellation paper-based exams — Seminar and/or Exam

The Certification Department must receive a [Change of Site/Cancellation](#) form via email. Request must be submitted no later than eighteen (18) business days prior to the week of the event. Cancellation requests will receive a refund minus the **\$125 processing fee**.

The cancellation fees are:

	18 Business days or more prior to start of event week	Prior to start of event week but less than 18 business days	Event week
Seminar Only	No Refund	No Refund	No Refund
Exam Only	\$125	\$395	No Refund

**\$125 processing fee applied**

### Cancellation computer-based exams — Seminar and/or Exam

The Certification Department must receive a [Change of Site/Cancellation](#) form via email. Requests must be submitted no later than eighteen (18) business days prior to the week of the event. Your first cancellation request will be processed without charge. Any additional cancellation requests will receive a refund minus the **\$125 processing fee** (more than 30 days prior to the exam), the \$35 cancellation/rescheduling fee (between 29-2 days prior to the exam), and the \$60 seat fee per part (less than 2 days prior to the exam).

The cancellation for computer-based exams fees are:

	More than 30 days prior to the exam	Between 29-2 days prior to the exam	Less than 2 days prior to exam
Per Exam Part	\$125	\$160	\$185

### Seminar Only

If you would like to reschedule the seminar only portion, you must contact the Education Department at ext. 455 for assistance.

### AWS American Welding Online Course (AWO)

If you would like to cancel your online course or have technical issues, please contact the Education Department at ext. 455 for assistance.

### Refunds

Refunds will be credited to the original form of payment even if the account is closed or paid in full. If the card is no longer active or the card number has changed, our processing bank still requires us to provide the full credit card number and expiration date of the original card in order to process the refund. Your bank or credit card provider will post the refund to the card that has replaced it. If no card succeeded the previous account because it was completely closed, then the bank will send a physical check to your last address on record.

**Note:** This is for your security to ensure that no one claims a refund that belongs to you. Reschedule and cancellation requests can be made by the applicant only. Employers supporting an applicant’s fees cannot request a refund for fees paid. All fees are nontransferable.

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Fees are subject to change without notice. AWS reserves the right to cancel any seminar and/or exam if there are an insufficient number of participants. In the event of cancellation by AWS, the participant may transfer to the next available seminar or exam. In either case, AWS shall have no further liability.