



# REQUEST TO CHANGE TEST SITE LOCATION

LAST NAME:  FIRST NAME:  MI

SOCIAL SECURITY:  -  -  ACCOUNT NO.

CURRENT TEST SITE:  DATE:  LOCATION:

Please change my test site to \_\_\_\_\_, which is scheduled to take place on \_\_\_\_\_ in \_\_\_\_\_  
(Site Code) (Date)  
 \_\_\_\_\_  
(City / State) (Deadline Date). I fully understand that this request **MUST** be submitted to AWS no later than (2) weeks **BEFORE** the test date. If this request is received **LESS** than (2) weeks **PRIOR**, I will be charged a rescheduling fee. *Please refer to the attached AWS Exam Cancellation Refund Policies and Other Fees.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

AWS USE ONLY			
<b>CERTIFICATION BUSINESS UNIT</b>			
Date Received: _____	Sent to Accounting for processing by: _____ <small>(Coordinator's Initials)</small>		<input type="checkbox"/> Copy of check or/and front page of application attached.
↓ACCOUNTING BUSINESS UNIT↓			
Quantity	Produce Category Code	Amount	Description
Account # _____			

# **AWS EXAM CANCELLATION REFUND POLICIES AND OTHER FEES**

## **CANCELLATION REFUND POLICY FOR SEMINAR ONLY**

Cancellations must be in writing and received two weeks prior to the first day of the seminar. Registrants will be refunded in full, less a \$75 administrative fee. If your cancellation notice is received less than two weeks prior to the seminar, you will be refunded your registration fee, less \$175 administrative fee. Substitutions or transfers to another site with two weeks notice are complimentary. No shows forfeit all registration fees.

## **CANCELLATION REFUND POLICY FOR BOTH SEMINAR AND EXAM**

Cancellations must be in writing and received 2 weeks prior to the first day of the seminar. Registrants will be refunded in full, less a \$75 administrative fee. Registrants canceling less than 2 weeks before the first day of the seminar will be refunded the registration fee less a \$315 administrative fee. No shows forfeit all fees. AWS reserves the right to cancel any exam preparation seminar and/or exam if there are an insufficient number of participants. In the event of cancellation by AWS, all fees will be refunded in full, or the participant may transfer to the next available seminar. In either case, AWS shall have no further liability.

## **CANCELLATION REFUND POLICY FOR EXAM ONLY**

Cancellation Request Forms must be received by the Certification Business Unit no later than 2 weeks prior to the exam date. If your cancellation is received less than 2 weeks prior, you will be refunded the full amount less a \$140 exam cancellation fee.

## **PROCESSING FEE**

Included with all certification exam prices, there is a \$75 Processing Fee. If you do not qualify to sit for the AWS certification exam, you will be refunded in full less a \$75 Processing Fee.

## **FAST TRACK PROCESS FEE**

Application Submission Deadline is 6 weeks prior to the scheduled test date. However, if your application is received after the 6 weeks period, AWS will expedite your application process in order to accommodate you for your requested test site. A \$250 Fast Track Process Fee will be assessed for this service. Please note that AWS cannot guarantee space at a test site once test materials have been shipped.

## **RESCHEDULING EXAM FEE**

Once an application is qualified and processed, a \$140 rescheduling fee will be assessed if an applicant requests a test site change within 2 weeks of the exam date. A Request to Change Test Site Location Form must be completed and received by the Certification Business Unit within 2 weeks of the exam date.

## **EXAM NO SHOW PENALTY FEE**

If an individual fails to cancel, he/she agrees to forfeit all fees.

**AWS recommends you use Priority Mail with  
TRACKING OPTION WHEN SUBMITTING YOUR APPLICATION.**

**FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

In accordance with the **Americans with Disabilities Act (ADA)**, AWS strives to accommodate all participants with special needs. If you require assistance, please inform the AWS Certification Department, (800) 443-9353, ext. 273, well in advance of the date of the exam.