

## **Exam Fees and Cancellation Policy**

### **Exam Fees**

The fee for invigilated exams during regular business hours Monday through Friday excluding holidays is \$30.00+ GST/hr.

Should you require evening exam invigilation services after 4:30 p.m. Monday through Friday, the fee is \$30.00+ GST/hr. with a minimum three hour charge.

Northern Lights College will accommodate weekend exams upon request providing the college has staff availability. The fee for weekend and holiday invigilation is \$50.00+ GST/hr. with a minimum three hour charge.

### ***Please Note:***

- Invigilation services may be limited during holidays and NLC regular exam sessions.
- Please bring your receipt as proof of payment when you come to your exam.
- All invigilation fees can be paid at Student Services.
- Please provide a minimum of five business days' notice to book an invigilator.
- It is the applicant's responsibility to request their forms, paper exam or online exam within the time-frame required by the examining institution.
- You MUST bring photo identification to every exam

### **Cancellation Policy**

Cancellations are subject to a \$30.00 + GST time sensitive charge should you cancel your exam less than 48 hours before your scheduled invigilation (except for medical or other extenuating circumstances beyond the control of the candidate writing the exam - supporting documents may be required).