



NITC NO SHOW/CANCELLATION and REFUND POLICY

CREDITS: NITC will issue a credit to no shows, cancellations, etc. The credit, redeemable for six months, will be issued to the group or individual for the next available examination. A credit may only be used one time. It is the responsibility of the group or individual to keep track of their credit and its expiration date in six months. Upon submitting an exam request, please notify NITC of any credits you may have (name and ID # of person/persons who have a credit).

Example: A group requested 30 examinations and only 27 candidates showed up. A credit for 3 candidates will be given to the group for the next examination within a sixmonth period.

REFUNDS: Requests for refunds must be received in writing and will be issued only upon approval from the Executive Vice President. Refunds are equivalent to 50% of the fee for the examination(s). Full refunds will **only** be given as a result of uncontrollable events such as severe weather, airline flight cancellations, etc.

Candidates withdrawing or canceling after the deadline, or not sitting for the examination, will forfeit all application fees and will NOT receive a refund.