



## 9.0 QABA Refund and Cancellation Policy

The purpose of this policy is to ensure that the QABA® has defined the parameters by which an ABAT® applicant, candidate or ABAT® will be able to request a refund.

- If an applicant never schedules the ABAT Examination™ after registering and paying the examination fee, and the period between enrollment and notification of withdrawal does not exceed 30 days from the enrollment date, a full refund will be made. All refunds due will be made within forty-five (45) calendar days of the date of notification by the applicant. The date of determination is the date the applicant gives written or verbal notice of withdrawal to the QABA™ Credentialing Board.
- Refunds for applicants who have begun verifying eligibility criteria will be calculated based on the percentage of requirements completed. For eligibility requirements completed up to fifty percent (50%), examination charges retained will not exceed a pro rata portion of the full cost for the eligibility requirements completed.
- After fifty percent (50%) of eligibility requirements have been completed, the QABA™ Credentialing Board's financial obligation is considered complete and it may retain the full cost of the examination fee.
- A 10%, of the full credentialing program cost, administration fee not exceeding \$100.00USD may apply to all refunds.

### Eligibility Criteria

1. Minimum age is 18 years old
2. High School Diploma or similar equivalency
3. 45 hours of approved assessment-based coursework.
4. 50 Hours of Supervised Fieldwork.
5. Two Professional Recommendations

The QABA™ Credentialing Board LLC reserves the rights to amend the refund and cancellation policy at any time deemed necessary.