



### **Late Applications**

Late applications may be accepted after the published deadline on a case-by-case basis and will be subject to a non-refundable \$100 fee.

### **Cancellations**

A \$75.00 processing fee will be withheld for all cancellation requests, in addition to the cancellation fees listed below. Telephone requests will not be honored.

Cancellations will be processed if a written request is received by IBHRE:

- 6 weeks prior to the exam date - fees will be refunded less \$300.00
- 4 weeks prior to the exam date - fees will be refunded less \$500.00
- 2 weeks prior to the exam date and “No Shows” on exam date - NO refund

Please refer to IBHRE's [Cancellation & Refund Policy](#) for more information.

### **Rescore Requests**

Requests for an examination re-score will require the payment of a \$75 fee. All rescore requests must be submitted in writing. For more information, please refer to IBHRE's [Review and Appeals Policy](#).

### **Appeals Requests**

Appeals requests must be submitted in writing and be accompanied by a \$150 fee.

For more information on the Appeals process, please refer to IBHRE's [Review and Appeals Policy](#).

### **Other Products**

Replacement Certificate: \$10

Replacement Pin: \$5