

## **National Board Cancellation/Rescheduling Policy**

This policy pertains to any scheduled shop review or survey that is cancelled or changed at the request of the company.

In the event a company cancels or requests to change the date(s) of a scheduled shop review or survey, the company will be charged a **\$2000** administrative cancellation/rescheduling fee, plus any expenses. However, if the shop review or survey is cancelled or changed within one month prior to the scheduled review or survey date, the fee will increase to **\$3000**. The expenses may include, but are not limited to, flight, hotel, or transportation cancellation fees.

If the shop review or survey was scheduled in conjunction with another company to reduce chargeable expenses, the company may be assessed a fee at least equal to the appropriate portion of the travel expenses and fees that were expected to be shared among all applicants. These charges may result in an invoice to the company.

The cancellation fee will be deducted from the advance deposit. The advance deposit must be restored to the original amount before the company may be rescheduled. A proforma invoice will be generated and sent to the company for payment.

If the shop review or survey is cancelled within 5 business days from the date of the scheduled review/survey notification, there will be no cancellation/rescheduling fees charged.

Exceptions to this policy may be made by the Assistant Executive Director-Technical, on a case-by-case basis.

Approved by: Gary L Scribner 3/11/2025  
Gary Scribner  
Assistant Executive Director, Technical