

General Policy Acknowledgment Statements:

- I understand the test fee charged will appear on my credit card statement under the name ***Chat Tech CONED***.
- I understand should the test fee charged be disputed for any reason, a hold will be placed on the student's Banner account until such time the dispute is resolved.
- I understand if I owe an outstanding balance to the college at any time prior to my scheduled assessment, I will not be allowed to take the test unless all monies owed are paid prior to my scheduled test date. I also acknowledge that should I not be able to pay my outstanding balance to the college prior to my scheduled test date, my test fee will not be refunded.
- I understand that all exam fees are non-refundable, non-transferable, and that the test may not be rescheduled. **NO EXCEPTIONS!**
- I understand it is my responsibility to register and pay for the test I intend to take. Any overpayments will not be refunded.
- I understand that all policies, test fees, and scheduled tests are subject to change and/or cancellation without prior notice at the discretion of Chattahoochee Technical College.
- I agree to arrive at the testing location 15 minutes prior to my scheduled test time. If you are late for your scheduled appointment, then you will be served as space becomes available, and if test can be completed within the testing lab operational hours; otherwise, you will be required to schedule and pay for another appointment.
- I understand that I must have a valid government issued Photo ID for admission to the test session. Examples of an acceptable ID include: Driver's License, State ID card, Military ID, or Passport with Photo ID.
- I acknowledge that only testing candidates are allowed to be in a testing room during testing; this includes children or guest of the testing candidate.
- I understand that no children are allowed to be left unattended outside the testing room or any other area of the college during testing.
- I understand that I cannot bring food, drink, electronic devices (including cell phones or smart watches), books, notes, purses, back packs into the testing room. All special considerations need to be discussed with the test proctor prior to testing