

Fee Schedule for tekcom Certification

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1. Examinations for Expert Level Certificate

Fee Schedule for Certification Candidates

(1) Admission for Certification Examination

→ tekcom charges an admission fee of 250.00 Euro plus VAT for admission to the certification examination for members and non-members. This fee is also applicable for each candidate in the case of group examinations. In the event you are not admitted for the examination, the fees will be refunded.

(2) On-site Certification Examination

→ The examination fee for tekcom members is 500.00 Euro plus VAT. You are entitled to the examination fee for members, if you have been a member for more than 3 months.

→ For non-members and members who have joined in the last 3 months, the examination fee is 540.00 Euro plus VAT.

→ In case of group examinations (via training providers, if there are more than 5 examinees), the examination fee for each candidate is 440.00 Euro plus VAT.

(3) Online Certification Examination

→ The examination fee for tekcom members is 320.00 Euro plus VAT. You are entitled to the examination fee for members, if you have been a member for more than 3 months.

→ For non-members and members who have joined in the last 3 months, the examination fee is 350.00 Euro plus VAT.

→ In case of group examinations (via training providers, if there are more than 5 examinees), the examination fee for each candidate is 275.00 Euro plus VAT.

The costs for supervision of the online examinations must be additionally borne by the candidates taking the examination.

	Overview of Examination Fees
Admission fee	250 Euro plus VAT
<i>On-site (Expert)</i>	500 Euro plus VAT for tekcom members 540 Euro plus VAT for non-members 440 Euro plus VAT for groups (via training providers in case of more than 5 examinees)
<i>Online (Expert)</i>	320 Euro plus VAT for members 350 Euro plus VAT for non-members 275 Euro plus VAT for groups (via training providers in case of more than 5 examinees)

2. Online Examinations for Professional Level Certificate

a. Fee Schedule for Certification Candidates

- (1) The examination fee for the online examination for tekcom members is 380.00 Euro plus VAT. You are entitled to the examination fee for members, if you have been a member for more than 3 months.
- (2) For non-members and members who have joined in the last 3 months, the examination fee is 400.00 Euro plus VAT.
- (3) In case of group examinations (via training providers, if there are more than 5 examinees), the examination fee for each candidate is 350.00 Euro plus VAT.

The costs for supervision of the online examinations must be additionally borne by the candidates taking the examination.

	Overview of Examination Fees
<i>Online (Professional)</i>	380 Euro plus VAT for tekcom members 400 Euro plus VAT for non-members 350 Euro plus VAT for groups (via training providers in case of more than 5 examinees)

3. Recertification

The administrative fee for recertification is, for

1. tekcom members: 50.00 Euro plus VAT. You are entitled to pay the examination fee for members if you have been a member longer than 3 months.
2. Non-members and those who have been members less than 3 months: 75.00 Euro plus VAT.

4. Cancellation Policy

The following withdrawal conditions apply for the application for the tekcom certification examination:

- a) For the Professional Level certification examination
 - If the withdrawal is submitted in writing to tekcom up to **three weeks** before the agreed examination date, **100% of the examination fee paid** shall be refunded. The date stamp shall be considered here.
 - If the withdrawal is submitted in writing to tekcom **less than three weeks** before the examination date, **50% of the examination fee paid** shall be charged as cancellation fee, i.e., 50% of the examination fee shall be refunded. The date stamp shall be considered here.
 - In case of **withdrawal on the day of the examination** or after the examination has started, the **cancellation fee shall be 100%**, i.e., the examination fee shall not be refunded.

- b) For the Expert Level certification examination
 - The admission fee shall be refunded in full if the withdrawal is communicated to tekcom in writing within 14 days of submitting the application for admission and registration for the certification examination.
 - If the withdrawal is submitted in writing to tekcom up to **six weeks** before the agreed examination date, **100% of the examination fee paid** shall be refunded. The date stamp shall be considered here.
 - If the withdrawal is submitted in writing to tekcom **less than six weeks** before the examination date, **50% of the examination fee paid** shall be charged as cancellation fee, i.e., 50% of the examination fee shall be refunded. The date stamp shall be considered here.
 - In case of **withdrawal on the day of the examination** or after the examination has started, the **cancellation fee shall be 100%**, i.e., the examination fee shall not be refunded.

There shall be no refund of the examination fee if the person taking the examination fails it.

5. Withdrawal from the Certification Examination

The following shall be considered as withdrawal:

- A written cancellation of participation in the certification examination by mail, fax or email to tekcom or a verbal withdrawal after the start of the examination.
- Unexcused absence or late arrival on the agreed examination date.
- Non-appearance for the examination due to illness. Upon submission of a medical certificate within three days, tcworld GmbH shall decide on a case-to-case basis whether the full fee should be credited towards a follow-up examination.