

SUMMARY OF FEES

All fees must be paid to Radford University in U.S. dollars by check, money order, or purchase order. Radford University also accepts MasterCard or Visa. An application that is incomplete, incorrect, illegible, or has missing documentation will be returned.

A. Examination Fees An examination fee is accepted only if accompanied by an application for GFOA certification examination and documentation required to establish eligibility to participate in the program. Payment of this fee entitles an eligible candidate to take an examination and receive a score report and recognition letter of his/her accomplishment.

First exam taken = \$295

Subsequent exam taken or retaken = \$145

B. Duplicate Score Report Fee: The duplicate score report fee covers the cost of providing one report of scores. This fee is applicable to any report of scores sent in addition to the one covered by an examination fee. The score report fee is \$10.

C. Replacement Fee: The replacement fee covers the cost of providing an additional copy of the official certificate acknowledging that an individual has passed an examination. The replacement fee is \$25.

D. Processing and Cancellation Fee: The processing fee is a portion of each examination fee and covers the cost of general processing. Cancellation fees are assessed separately as follows:

Cancel four (4) weeks or more prior to exam	=	\$50 cancellation fee per exam
Cancel less than (4) weeks before exam	=	\$75 cancellation fee per exam
No show/fail to appear for assigned exam(s)	=	NO REFUND

- If payment of an examination fee is not received prior to examination or is uncollectible, the candidate's score is withheld until payment is received. If a candidate has not resolved a debt within 60 days after an examination date, the candidate's score from the examination date is destroyed.
- An examination fee paid by *check* or *money order* should be mailed with the application and documentation of eligibility to: **Governmental and Nonprofit Assistance Center, P.O. Box 6953, Radford University, Radford, VA. 24142.**
- An examination fee paid by *purchase order* or *credit card* or sent *certified mail* or express *delivery service* (e.g., Federal Express, UPS Next Day Air) should be mailed with the application and documentation of eligibility to: **Governmental and Nonprofit Assistance Center, P.O. Box 6953, Radford University, Radford, VA. 24142.**