

# BACE

Biotechnology  
Aptitude and  
Competency  
Exam

AY 25-26

**All**

## EXAM SITE BILLING POLICIES

These policies apply to all Exam Sites ordering and administering the BACE. By placing an order, Exam Sites agree to these terms. Only Site Administrators can place, cancel, or request change orders.

### **Billing & Payment Methods**

When placing an order, Exam Sites can select their preferred billing and payment method.

Exam Sites may choose to:

- Be invoiced, **OR**
- Submit a purchase order (PO)

Accepted Payment Methods:

- Credit Card (no fees)
- EFT/ACH
- Check

### **Invoices**

- **Invoice Issuance:** Within thirty (30) days of order
- **Payment Terms:** Due thirty (30) days from the invoice date

Do NOT select invoice if using a purchase order. Doing so will result in a \$175 Change Order Fee.

### **Purchase Orders**

- **Invoice Issuance:** On the first day of testing
- **Payment Terms:** Due thirty (30) days from invoice issuance
- **Important:** PO must be submitted **at the time of order**. If not submitted at the time of order, it must be received **within 2 weeks**.

If a PO is not received, the order will be placed on hold - exam enrollment materials will NOT be sent and your testing window will be delayed.

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## **Late Payments**

- **Late fee:** A \$125.00 fee will be applied to any invoice not paid within **thirty (30) days** of the invoice date
- **Account holds**
  - Exam Site registrations and/or orders will NOT be accepted until the outstanding balance is paid in full.
  - Biotility reserves the right to withhold exam scores, credentials, and related services until payment is received.
  - Account hold removals may take up to two (2) weeks to process.

## **Cancellations**

Cancellations must be submitted by emailing Biotility at [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu)

- **Full refund** – Cancellations received four (4) or more weeks before the scheduled exam date
- **50% refund** – Cancellations received two (2) – four (4) weeks before the scheduled exam date
- **No refund** – Cancellations received less than two (2) weeks before the scheduled exam date

## **Refunds**

- Refunds are processed **within four (4) weeks** of the approved cancellation
- Refunds are **not available** for unused exams or exam retakes