

## Chapter RL 4

## EXAMINATION FEE REFUND

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**RL 4.01 Authorization.** The following rules are adopted by the department of regulation and licensing pursuant to s. 440.06, Stats.

*History:* Cr. Register, October, 1978, No. 274, eff. 11-1-78.

**RL 4.02 Definitions.** (1) "Department" means the department of regulation and licensing.

(2) "Board" means the board of nursing and any examining board attached to the department.

(3) "Applicant" means a person who applies for a license, permit, certificate or registration granted by the department or a board.

(4) "Examination" means the written and practical tests required of an applicant by the department or a board.

*History:* Cr. Register, October, 1978, No. 274, eff. 11-1-78.

**RL 4.03 Refunds.** (1) Applicants who are found to be unqualified for examination by the department or by a board will receive a full refund.

(2) An applicant who fails to take an examination will receive a refund of half of the examination fee if:

(a) The applicant provides written notice at least 10 days in advance that the applicant is unable to take the examination or

(b) The applicant who fails to provide written notice submits a written explanation satisfactory to the board or department that the applicant's failure to take the examination resulted from extreme personal hardship.

(c) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.

(3) Applicants who pay the fees specified in ss. 440.05 (2), 440.05 (3), 440.05 (6) and 440.05 (8) Stats., will receive a full refund if the license, permit, certificate, registration is not granted or if the application is withdrawn.

*History:* Cr. Register, October, 1978, No. 274, eff. 11-1-78.

**RL 4.04 Reexamination fees.** (1) The fee to retake a complete examination is \$50.

(2) The fee to retake less than a complete examination is \$25.

*History:* Cr. Register, October, 1978, No. 274, eff. 11-1-78.