



| | |
|--------------------|--------------------------|
| Section: | 5. NTEP |
| Subpart: | 5.2. Fees |
| Policy No.: | 5.2.1. |
| Title: | Failure to Pay NTEP Fees |
| Effective: | April 2002 |
| Revised: | N/A |

Failure to Pay NTEP Fees

Purpose: Establish a policy for failure of an applicant to pay all fees due to NTEP participating laboratories.

Background: It is necessary for NTEP to operate as a cohesive organization. This policy provides support on the part of NTEP for its authorized laboratories when NTEP applicants fail to make payment to the labs for expenses incurred during the evaluation process. These expenses may include evaluations time, office time, travel expense, certificate drafting, etc.

Policy:

1. When a lab notifies NTEP management that money is due, NTEP will not issue a Certificate of Conformance for the evaluation until all monies have been paid.
2. NTEP will not process future applications by that manufacturer until all monies have been paid.
3. NTEP will not collect money for the labs. Labs must follow their own administrative procedures.