



University of St. Martin

GED Exam Information Package

*Please be sure to return the completed package with supporting documents to
USM Student Service Center.*



GED EXAM INFORMATION

Anyone aged **16 or older** who does not hold a high school diploma or vocational training diploma and feels prepared to take the GED exam may register. **Candidates under 18** must have a parent or guardian sign the **GED Test Candidate Rules Agreement and Parental Consent** form before scheduling an exam.

HOW TO REGISTER

1. **Create an account** at [GED.com](https://ged.com), obtain your GED ID, and complete the online registration.
2. **Choose how to schedule your exams:**
 - **Through USM:** Call or visit the University of St. Martin to arrange payment and schedule your exams.
 - **Online:** Schedule and pay directly through GED.com using your personal credit card.
3. Complete the **GED Exam Application Form** and pay any applicable USM fees.
4. On exam day, arrive at USM **at least 15 minutes before your scheduled testing time**.
5. Present a **valid passport or identification card** and complete the required forms before taking your exam.

TESTING DATES AND LOCATION

GED exams are offered on selected dates throughout the year. Contact USM for testing dates or check availability through your account on **GED.com**. All exams take place at the **Pearson VUE Test Center lab on the USM campus**.

EXAMINATION FEES

Exams Scheduled Through USM	
Individual exam subject	US\$110 per subject
All four subjects, paid in full	US\$440

Candidates who schedule and pay for their exams directly through GED.com must also pay the following USM daily registration fee:

Self-Scheduled Exams - Daily Registration Fee	
USM student	US\$25
Non-USM student	US\$35

PAYMENT INFORMATION

All USM fees must be paid through Windward Islands Bank (WIB). USM's Finance Department does not accept cash. Proof of payment is required to process your request.

Account Name: UNIVERSITY OF SXM Foundation	
Currency	Account number
US dollars (US\$)	80969100
Dutch Caribbean Guilder (XCG)	80969307

REFUND POLICY

Fees are non-refundable within 48 hours of the scheduled exam or if a candidate fails to attend.



GED EXAM APPLICATION

Complete this application form and submit it with your payment in full to the Business Office of the University of St. Martin. All exam fees are **non-refundable 48 hours prior to exam**. Please include a copy of a valid passport or ID card.

Last name	First name	Middle initial
Residential Address		
Date of Birth D/M/Y	Cell Phone	Second Phone
E-mail Address		
Contact person in case of emergency	Cell phone	
GED Exam subject(s)	Total costs	

CONDITIONS OF EXAM:

All payments are to be made in full prior to the beginning of the exam. The University of St. Martin reserves the right to refuse to schedule or cancel an exam if fees are not paid in full or if the student has an outstanding balance with the Business Office. The student needs to inform the GED Department if they require cancellation of the exam at least **48 hours** in advance or they will forfeit the payment of the GED examination. Student agrees to arrive at least **15 minutes** prior to scheduled exam. Students that are **30 minutes late** will be recorded as a "No-Show" and will need to pay to schedule the exam again.

***Should a student fail or not show-up for an exam, the cost to retake is \$100.00 per exam.**

The undersigned declares to have read this and agrees to this.

Signature of applicant: _____ Date: _____

Signature of parent/guardian (if applicant under 18 years) _____



GED EXAM SCHEDULING

Fill in this table to let us know how you would like your GED exams scheduled.

Name:		Cell #:	
	Date	Subject(s)	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FOR OFFICE USE ONLY

GED ID#

VUE ID#

GED Selection:

☐ Package

☐ Exam-only

Initial: _____

If package, balance cleared?:

☐ Yes

☐ No

Initial: _____

Comments:
