



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 who is **16* years or older** and who does not have a high school diploma or a vocational training diploma and feels prepared to take the GED Exam can register.

**Under-18 candidates are required to have their parent/guardian sign the "GED Test Candidate Rules Agreement and Parental Consent" form before scheduling their exam.*

HOW:

1. Create account online at GED.com, receive your GED ID and complete online registration.
2. Call or visit the University of St. Martin and pay to schedule exams **OR** schedule exam online using personal credit card.
3. Fill out the **GED EXAM APPLICATION** form.
4. **PAY** the GED Exam Fees.
5. Come in to USM on the day of your exam **15 minutes** prior to the testing time.
6. Present a valid **PASSPORT or ID**.
7. Fill in the necessary forms and sit your exam.

WHEN & WHERE:

The GED exam will be scheduled various days during the year. Please contact USM for testing dates or view available dates on GED.com.

All exams will take place in the Pearson Vue Test Center lab on the USM Campus.

USM SCHEDULED FEES:

Exam Fee: **\$90 per subject**
Total: **\$350 all 4 subjects paid in full**

SELF-SCHEDULED FEES:

Daily Registration Fee: **\$25** (USM students, regardless of number of exams scheduled)
\$35 (non-USM students, regardless of number of exams scheduled)

All **USM fees** are to be done via the **Windward Island Bank**. The Finance Department will no longer accept cash as of September 1, 2013. A proof of payment will need to be presented in order to process the student's request.

Examination fee deposits can be made to the following WIB accounts:

UNIVERSITY OF SXM Foundation Account # 80969100 US\$
UNIVERSITY OF SXM Foundation Account # 80969307 NAF

NOTE: NO FEE IS REFUNDABLE 48 HOURS PRIOR TO THE EXAM OR FOR NO-SHOWS



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.

<input type="text"/>		
Last name	First name	Middle initial
<input type="text"/>		
Residential Address		
<input type="text"/>		
Date of Birth D/M/Y	Cell Phone	Second Phone
<input type="text"/>		
E-mail Address		
<input type="text"/>		
Contact person in case of emergency	Cell phone	
<input type="text"/>		
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 \$90.00 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.

	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:
