



Order Form Mailing Address:
HiSET Vouchers
MS - 13Q
1425 Lower Ferry Road
Ewing, NJ 08618
Phone: 1-855-694-4738, option 5
Confidential Fax # 973-735-1903
HiSETVouchers@ets.org

HiSET Voucher Service

ETS offers Vouchers for organizations that wish to pay HiSET test fees on behalf of sponsored students. The complete details of the service are listed below.

Process for Obtaining HiSET Vouchers

- Complete, sign and return a copy of the attached Order Form via email, fax, or mail to the address provided on the form. The form must be signed by an individual responsible for authorizing payment.
- ETS will send vouchers in the quantity ordered electronically to the email address you indicated on the form within 7-10 business days of receipt of order at ETS.
- Payments are accepted via credit card, agency or company check, and direct deposit. Purchase orders may also be submitted for payment. ETS will invoice your organization for all vouchers purchased against a purchase order - Payment must be submitted to ETS within 30 days of receipt of invoice.
- You may distribute the vouchers to applicants for whom you will pay the test fees.
- One test taker per voucher number. A single voucher number cannot be assigned to multiple individuals.
- If the voucher covers multiple tests and/or administrative fees, the test taker must retain voucher number for registrations made at different times
- An administrative surcharge of \$1.50 per voucher is assessed to cover the cost of tracking the vouchers and billing.
- **NOTE: Vouchers are valid for up to 12 months after date of issue.** If purchasing vouchers that cover multiple tests and/or administrative fees, all redemptions **must** be used within 12 months of date issued. Credit will not be issued for unused redemptions.
- Requestor may request replacement vouchers to be issued free of charge within 6 months of voucher expiration. Replacements will not be issued for partially used vouchers or after 18 months of date issued. You must contact HiSET Institutional Services via email (HiSETVouchers@ets.org) to receive replacement vouchers.

Cancellation and Refund Policy

- Monetary refunds will not be issued for unused vouchers
- If a test taker is a “no show” or cancels, the voucher is considered used. No credit will be offered in these situations.
- If a center is unable to administer a test, a free reschedule is offered. However, the voucher is considered used

Registering for the HiSET using a voucher

- Test Takers can register online at www.hiset.ets.org/myhiset

Questions

If you have any questions, please contact HiSET Institutional Services at 1-855-694-4738, option 5 or HiSETVouchers@ets.org.

To place a voucher order, please fill out this order form in its entirety.

Bill To:	Send To: <input type="checkbox"/> (check here if same as "Bill To")
*Organization	*Organization
*Name	*Name
*Email - REQUIRED	*Email - REQUIRED
*Full Address	*Full Address
*Phone	*Phone

<p>STATE</p> <p>— REQUIRED:</p> <p>Please indicate testing state.</p>	
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Description:		Quantity:	Cost:	Total Cost:
BA	Bundled voucher: Five Individual Test Fees Only		\$50	
IA	One Individual Test Fee Only		\$10	
AT	Test Center Administrative Fees (if applicable, check page 4 for fee chart by state)			
AS	State Administrative Fees (if applicable, check page 4 for fee chart by state)			
BB	Bundled voucher: Five Individual Test Fees + All Administrative Fees (State & Test Center Fees)			
BC	Bundled voucher: Five Individual Test Fees + State Administrative Fees			
BD	Bundled Voucher: Five Individual Test Fees + Test Center Fees			
IB	One Individual Test Fee + All Administrative Fees (State & Test Center Fees)			
IC	One Individual Test Fee + State Administrative Fees			
ID	One Individual Test Fee+ One Test Center Fee			
AB	State and Test Center Administrative Fees			
Please include \$1.50 per voucher for processing			\$1.50	
TOTAL FEES INCLUDED:				

*All fees must be paid in USD; Vouchers expire 12 months from the date of purchase and are non-refundable.

<p>Method of Payment:</p> <p><input type="checkbox"/> AMEX</p> <p><input type="checkbox"/> VISA</p> <p><input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> Discover Card</p> <p><input type="checkbox"/> Check</p> <p>*Please make checks payable to ETS and include "HiSET" in the memo or description line</p> <p><input type="checkbox"/> Purchase Order #: _____</p>	<p>Cardholder Information:</p> <p>Name: _____</p> <p>Card Number: _____</p> <p>Expiration Date: _____</p> <p>*I authorize ETS to charge this account with the Total Cost above: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Signature: _____</p>
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I, the undersigned, do hereby acknowledge that I have read and understood the terms and conditions of my purchase of ETS HiSET vouchers. I understand that it is my responsibility to maintain the security of all purchased vouchers. I also understand that I will forfeit my payment if I do not comply with these terms.

The undersigned represents that he/she is a duly authorized signatory on behalf of the agency sponsoring the above noted vouchers.

Print Name: _____

Signature: _____

Organization: _____

Date: _____

Instructions and Fee Chart(s)

1. Denominations of Vouchers:

- a. Five Individual Test Fees: \$50
- b. One individual test fee: \$10
- c. Processing fee: \$1.50
- d. Administration and/or Test Center Fees; See Charts Below. **PLEASE NOTE: Vouchers covering these costs should ONLY be purchased if ETS collects these fees on behalf of your State and/or Test Centers.**

Administrative Fees by State

California	\$20
Colorado	\$7.50 PER TEST
Guam	\$10
Louisiana	\$10
Massachusetts	\$5
Michigan	\$30
Missouri	\$10
New Hampshire	\$10
Oklahoma	\$10
Texas	\$5 PER TEST

Test Center Fees by State

STATE	Individual Test	All Five Individual Tests
California	Varies by test center	Varies by test center
Colorado	\$10.00	\$50
Guam	\$5	\$25
Illinois	\$8	\$40
Louisiana	\$6	\$30
Massachusetts	\$9	\$45
Michigan	\$8	\$40
Mississippi	\$7	\$35
Missouri	\$7	\$35
New Jersey	\$8	40
New Mexico	Varies by test center	Varies by test center
Oklahoma	\$7.50	\$37.50
Pennsylvania	\$8	\$40
Tennessee	\$5	\$25
Texas	\$10	\$50