UNIVERSITY OF SOUTHERN MAINE
OFFICE FOR PRIOR LEARNING ASSESSMENT

CLEP EXAMINATION ADMINISTRATIVE APPLICATION

University of Southern Maine
Office for Prior Learning Assessment

NAME _____ E-mail Address _____

SS# _____DOB_____ Phone number _____

Test date **and time** 1) _____ Test title 1) _____
date time

2) _____ Test title 2) _____

CLEP registration requires a...

- ❒ completed Administrative Application form (this form).
- ❒ completed Registration-Admission Form (on PLA website).
- ❒ check made payable to USM for $125 per exam.

EXAMS START PROMPTLY. Arrive at the test site at least15 minutes prior to the start of the exam. **Late students will not be permitted to take exam.**

Our policy requires the test fee to be paid at the time of registration.

NOTES TO TEST TAKERS

- You may take up to two CLEP exams on the same test date in the morning session only. Confirmation materials will be sent prior to the test date.
- Test takers who choose to re-take the same exam must wait 180 days between test dates.
- Prior Learning Assessment credits at USM do *not* count toward USM residency requirement; do not affect GPA; do not qualify for financial aid payment or academic progress.
- If you are a USM student and have earned credit for either ENG 100C or ENG 104C, you cannot take this exam.

CANCELLATION/REFUND/RESCHEDULING POLICIES

RESCHEDULING: Rescheduling a test date requires a $35 rescheduling fee and a completed *Reschedule of Test Date* form which can be obtained at the Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland Campus, or at http://www.usm.maine.edu/pla.

1. You have a 3-month period to reschedule from the originally scheduled test date. After that 3-month period, you must submit new registration forms, test, and administration fees.
2. If you reschedule an exam more than once, you will be placed on a stand-by list for future administrations of the exam, with the payment of the rescheduling fee of $35.

CANCELLATIONS/REFUNDS: If you must cancel, please contact the Office for Prior Learning Assessment during office hours. To receive a refund, you must complete, sign, and submit the *CLEP Refund* form, available from the PLA office. Refunds may take up to six (6) weeks to process.

1. If you cancel seven (7) or more days before the scheduled test date, you will receive a refund equivalent to the cost of the CLEP exam ($70). A fee of $35 will be charged to reschedule and the policies regarding rescheduling will be in effect.
2. If you cancel six (6) days or fewer before the test date, you will not be eligible for a refund. A fee of $35 will be charged to reschedule the exam and the policies regarding rescheduling will be in effect.
3. If you arrive after the start time of the scheduled exam, and therefore are not permitted to take the exam, you may reschedule with payment of the $35 rescheduling fee and the rescheduling policies will be in effect.

NO SHOW: If you are not present on test day and have not notified the test center to cancel, you will not be eligible for a refund. Our policies require that you resubmit new registration forms, test, and administration fees for the next available test date. A rescheduling fee will be charge as well.

SUBMITTING MATERIALS

In person: Office for Prior Learning Assessment
253 Luther Bonney Hall
Portland Campus

By mail: CLEP Application Processing, 253 Luther Bonney
University of Southern Maine
PO Box 9300
Portland, ME 04104-9300

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Billing Office Only

B D A C F

☐ Credit Card _____ Exp. date _____

Account to be credited: **06-6805005-45319-12-00**
Indicate amount received: $_____
Date received: _____

Type of credit card: ☐ Visa ☐ MC ☐ Discover V# _____
Name on card: _____

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____