



UNIVERSITY OF  
**SOUTHERN MAINE**  
 OFFICE FOR PRIOR  
 LEARNING ASSESSMENT

253 Luther Bonney Hall  
 PO Box 9300, 96 Falmouth Street  
 Portland, ME 04104-9300  
 780-4663 or 800-800-4876, x4383

**EXCELSIOR COLLEGE**  
**(formerly Regents College)**

**POSTING FEE FORM**

NAME \_\_\_\_\_ USM ID# \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

SUBJECT OF TEST \_\_\_\_\_

TEST DATE (MONTH AND YEAR) \_\_\_\_\_

For Credit at USM	1. Compare your score with the USM passing score for the exam(s) you took. 2. If you pass the exam(s), but did not take the exam(s) at USM, first request that an official Excelsior College transcript be sent to the address above and then pay the \$15 posting fee to have your credits posted to USM.
\$15.00 Posting Fee	The fee to process any Excelsior College transcript is \$15 per official transcript, regardless of the number of exams taken or credits being awarded. Please check WebDSIS or on MaineStreet in PeopleSoft at the USM homepage to see if your credits have been posted.
\$15.00 Non-USM, Non-matriculated students	An additional record creation fee of \$15 is required of all non-USM, non-degree seeking students.
Payment methods	<b>Accompanied by this Posting Fee Form</b> , please mail or deliver payment (payable to <b>USM</b> ) to the above address. You may deliver payment in person to the USM Billing Office: 118 Payson Smith Hall, 96 Falmouth Street PO Box 9300 Portland, ME 04104-9300

**BILLING OFFICE ONLY**

Account to be credited: **06-6805005-45322-22-00**       Credit card      Exp. Date \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_      Type of credit card:  Visa     MC     Discover

Method of payment:  Check     Cash      Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ V# \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_