



Voucher Request Form

Institution Name	
Name of Requester	
Title	
Email Address	
Telephone Number	

Each candidate may apply two vouchers to their purchase of a WEST test: one for the test fee and a second for the registration fee. For a NES test, a candidate will only need to apply one voucher to their purchase of the test. If the candidate registers with a voucher in a dollar amount that is less than the full assessment fee, the candidate must pay the balance of the assessment fee by credit card.

Indicate how many vouchers you wish to purchase:

Number of Vouchers	Test Type (if applicable)	Amt.	Total Purchase (=)
	WEST-B (single subtest)	\$40	
	WEST-B (all three subtests)	\$120	
	WEST-E Designated World Languages test OR a single WEST-E Middle Level Humanities subtest	\$60	
	WEST-E test (excluding Designated World Languages test, a single Middle Level Humanities subtest)	\$120	
	WEST-E Middle Level Humanities (both subtests)	\$120	
	WEST registration processing fee*	\$35	
	NES Elementary Education (single subtest)	\$50	
	NES test OR NES Elementary Education (both subtests)	\$95	
	Other amount	\$____	
Total Amount:			

* For the WEST-B and WEST-E tests, there is a \$35 registration processing fee in addition to the test fee.

Vouchers will be sent via e-mail to the above requester, within 2 weeks after receipt of the completed form and purchase order or payment. Vouchers will be valid for a period of 12 months from the date they are generated.

Please attach form of payment for the amount of the order:

Purchase order number: _____, or

Prepaid check number: _____

Mail to:
Attention: Finance
Evaluation Systems, Pearson
P. O. Box 226
Amherst, MA 01004-0226
Fax: 413-256-7058

Unused vouchers, i.e., vouchers that have not been issued by the Institution to a candidate prior to the voucher expiration date or vouchers that have been issued to a candidate but not used by that candidate to pay for the assessment fee prior to the voucher expiration date, may be renewed upon request by the Institution to Pearson at estestvoucher@pearson.com prior to the voucher expiration date. No refund or credit is available to the Institution for expired vouchers. Vouchers are single use vouchers, valid for one registration up to maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for the assessment fee are not refundable to the Institution or to the candidate.