

## POLICIES AND PROCEDURES

Subject: Testing Fees--Testing Center Reference: D-XI-g

Source: Vice President, Student Services Eff. Date: October 1, 2007

Approval Auth: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated May 4, 2006.

Date: October 9, 2007

A fee in the amount indicated, shall be charged for the following tests administered in the College Testing Center:

GDC__ACCUPLACER/WRITEPLACER (MCC PLACEMENT TEST)	\$25.00
GDQ__QUICK THEA (Non Refundable)	\$10.00
GDL__LPN-GAP (LICENSED PRACTICAL NURSES)	\$37.50
GNT__NET (NURSING ENTRANCE TEST)	\$30.00
GAT__CAT (COMPUTER ADAPTIVE TEST/HESSI/ADN Grads)	\$35.00
GCT__PN SUCCESS (COMPUTER ADAPTIVE TEST/LPN Grads)	\$25.00
GDV__VUE (Cost varies according to examination and vendor)	\$100 & Up
GDT__CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)	\$15.00
GDT__CORRESPONDENCE EXAMINATION	\$20.00
GVT__HOA Health Occupations Aptitude Test(Vet Tech)	\$30.00

### Procedures for Collection of Fees

1. The Testing Services Center shall issue a transmittal form to the individual. The form will indicate the test(s) to be administered and the cost.
2. The Business Office shall collect fees and issue a numbered receipt for the amount indicated on the transmittal form. The Business Office will collect transmittal forms from the student.
3. Fees should be credited to account number 10-013230-46530-0.

4. Prior to the test, the Testing Services Center staff will print a list of all students who have paid the test fee. This report will be used to verify payment prior to testing.
5. The Testing Specialist shall review all accounts, conduct a monthly audit of all financial transactions and shall make a report of the audit to the Director of Career Development Services.