

## POLICIES AND PROCEDURES

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

Source: Vice President, Student Success Eff. Date: May 22, 2019

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

Remarks: Replaces previous policy dated October 25, 2017

Date: May 22, 2019

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

ACCUPLACER	\$10.00
CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)	\$10.00
Proctored Exams	\$25.00
HESI	\$57.00
PSB Exam	\$30.00
ATI TEAS V	\$68.00
TSI Assessment (All sections)	\$25.00
TSI Assessment (Two (2) sections)	\$18.00
TSI Assessment (One (1) section)	\$10.00

### Procedures for Collection of Fees

1. Students should pay testing fees and schedule appointments online through Register Blast software on the Testing Center's homepage <https://www.registerblast.com/mclennan/Exam>. Register Blast charges students a \$3.50 service fee per exam.
2. Students paying for exams with cash need to visit Financial Services and fill out a transmittal form. Financial Services will collect the fees indicated on the transmittal form and issue a numbered receipt students will take to the Testing center to set up an appointment.
3. All testing fees are non-refundable and non-transferrable.

4. Register Blast issues McLennan Community College a check for the fees collected once a month. Fees should be credited to account number 10-013230-46530-0.