



## Testing Center CLEP Registration Form

### REGISTRATION IN-PERSON

1. McTarnaghan Hall, Room 204 Mon. – Fri. 8:30 am – 5:00 pm
2. \$25 **nonrefundable** administration fee (per test) - check or money order payable to: FGCU Testing
3. \$77 test fee by credit card on test day **OR** check or money order- **must** be paid at time of registration payable to: CLEP
4. You must register at least 24 hours prior to your test time

### REGISTRATION BY MAIL

1. Check or money order for \$25 **nonrefundable fee** (per test) payable to: FGCU Testing
2. Check or money order for \$77 payable to: CLEP **OR** you may pay the \$77 fee on your test day by credit card
3. The form and fee must be received no later than 24 hours in advance of when you wish to test. Allow 3-4 days for the checks to reach us. Then call 239-590-7955 to schedule your testing time.
4. Send your form and fee to:  
Florida Gulf Coast University Testing Office  
McTarnaghan Hall  
10501 FGCU Blvd. South  
Ft. Myers, FL 33965

Credit cards are the preferred method of payment for the \$77 CLEP fee. American Express, MasterCard, VISA, Discover, and JCB are accepted.  
NO CASH ACCEPTED FOR THE \$77 PAYMENT.

**NO ONE WILL BE ADMITTED TO THE TEST WITHOUT THE PRESENTATION OF TWO ID'S- one must be a government issued photo ID with signature and the second with a photo ID AND/OR signature.**

**MILITARY PERSONNEL** are eligible to have their testing fee paid by the military (retired military are NOT eligible) if you present the required military ID.

1. **A military ID must be presented at the time of registration AND on test day as well as a second form of government issued ID.**
2. If you are mailing your registration please include a copy of your military ID, a copy of your drivers license, and your \$10 administration fee (fee is only \$10 for military personnel).
3. Mailed registrations must be received by the Testing Office at least one day prior to the date you wish to test. Allow 3-4 days mailing time.

### RESCHEDULING POLICY

Rescheduling of your test date will result in a \$20 rescheduling fee.  
This registration form will expire in 6 months. The registration fee must be repaid.

## CLEP REGISTRATION FORM

### PLEASE CLEARLY PRINT THE FOLLOWING:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ UIN: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate any need you may have for test accommodations:

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- **THIS REGISTRATION FORM WILL EXPIRE IN 6 MONTHS. THE REGISTRATION FEE MUST BE REPAID.**
- **YOU MUST WAIT 6 MONTHS TO RETAKE A CLEP TEST.**
- **I HAVE READ AND UNDERSTAND THE REGISTRATION, RESCHEDULING, AND RETESTING POLICIES.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please visit the CLEP website at [www.collegeboard.com/clep](http://www.collegeboard.com/clep) for EXACT name of test.

CLEP Test #1: \_\_\_\_\_

CLEP Test #2: \_\_\_\_\_

CLEP Test #3: \_\_\_\_\_

Select one of the following methods of payment:

\_\_\_ I will pay my \$77 CLEP fee on the day of testing with Credit Card.

\_\_\_ I will pay my \$77 CLEP fee the day I register with Check.

\_\_\_ I will pay my \$77 CLEP fee the day I register with Money Order.

**(NO CASH ACCEPTED)**

Once your **registration form and \$25 nonrefundable registration fee made payable to FGCU Testing** have been received in the Testing Center, call 239-590-7955 to schedule your testing time.