



Practice Test Voucher Request Form

Institution Name	
Name of Requester	
Title	
Email Address	
Telephone Number	

Each candidate may apply one voucher to their purchase of a WEST practice test. If the candidate uses a voucher in a dollar amount that is less than the full practice test fee, the candidate must pay the balance of the practice test fee by credit card.

To order vouchers:

1. See www.west.nesinc.com for practice test prices, which vary by test type.
2. Indicate the number of vouchers you are ordering at each price point.
3. Calculate the total order cost.
4. Enter PO or check number.

Number of Vouchers	Voucher Amount	Total Purchase (=)
	Elementary Education: One Subtest \$17.50	
	All Other Practice Tests \$29.95	
	Other amount: _____	
Total Amount:		

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 the fee for preparation materials 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 purchase up to maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for preparation materials are not refundable to the Institution or to the candidate.