



## GED TUTORIAL & EXAM PACKAGE INFORMATION

Anyone who is **16\* years** or **older** and who does not have a high school diploma or has a vocational training diploma can register.

*\*Under-18 candidates are required to have their parent/guardian sign the "GED Test Candidate Rules Agreement and Parental Consent" form in their GED online account before scheduling their **exam**.*

### TUTORIAL INFO:

The **Morning** classes are Monday – Thursday between **9:00 AM** and **1:00 PM**, and the **Evening** classes are Monday – Friday from **6:00 PM** until **9:00 PM**.

### TUTORIAL-ONLY FEES:

Persons interested in taking one or two classes will be charged the \$25 application fee and the following per course:

Reasoning Through Language Arts (English)	USD 200
Mathematical Reasoning	USD 200
Social Studies	USD 150
Science	USD 150
Cost for <b>all four</b> tutorial subjects	USD 725
Up-front payment discount of GED Tutorial Program	USD 690

### TUTORIAL & EXAM PACKAGE:

Students that will be taking both the GED Tutorial and Exam are eligible for a package deal. A **deposit of at least 50%** is required before the start of the program. The remaining balance must be paid by the second month of classes.

### PACKAGE FEES:

Total package cost:	<b>USD 990</b>
Full Up-front payment discount of package:	<b>USD 950</b>

### PAYMENT INFORMATION:

All **USM fees** are to be done via the **Windward Island Bank** to the following accounts:

*UNIVERSITY OF SXM Foundation Account # 80969100 US\$*  
*UNIVERSITY OF SXM Foundation Account # 80969307 NAF*

A copy of the deposit slip or transfer confirmation will need to be presented in order to confirm payment. Once confirmed as received by the Business Office, students will be added to the official class list.



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### **PAYMENT PLAN OPTION**

Persons that are unable to pay the total tuition in full may have the option of going on USM's Payment Plan. Payment plan **MUST** be approved by the Business Office prior to being accepted to the GED program classes. The payment structure for the GED program is as follows:

- 50% deposit **2 weeks before** classes begin
- 30% of balance by the **first month** of classes
- 20% of balance by the **second month** of classes

Persons must complete an **Affidavit of Financial Support** form. Any Sponsor, if applicable, must also sign the Application and Affidavit of Financial Support forms in addition to the student. An **interest fee** will be charged for payment-plan arrangements, and a **late fee** will be added for non-adherence to the agreed-upon payment deadlines. In addition, non-adherence to the payment plan will result in students not allowed to attend classes.

### **WITHDRAWAL FROM PROGRAM & REFUND OF TUITION AND FEES:**

If a student is unable to continue with the tutorial program, he/she must **officially withdraw** from the program by filling in the withdrawal form and state the reason why they are unable to continue with the program. If a student meets the criteria for receiving a refund, they must fill in the refund form available at the Business Office. Students withdrawing during the refund period will receive a credit on account according to the refund percentage listed below. No refunds will be granted after the fourth week of class, and **students with a tuition balance will be required to clear it with the Business Office.**

- During first week of classes .....90%
- During second week of classes ..... 70%
- During third week of classes .....50%
- During fourth week of classes .....25%
- After fourth week of classes .....0%

### **BOOKS:**

The all-in-one **Steck-Vaughn Complete Test Preparation for the GED Test** (ISBN 9780544252349) book is available at Van Dorp. The book is not included in the cost of the package or program.

### **PACKAGE DEAL EXAM INFO:**

Students' exams will be scheduled at the end of the Tutorial once no outstanding balance remains. All exams will take place in the designated GED Exam lab on the USM Campus.

Students are required to appear **15 minutes prior** to their scheduled exam, along with **valid ID/passport**. Students that are **30 minutes late** or **do not show up** for their exam will be listed as a 'No-Show' and will need to **pay the exam fee to retake their exam.**

Cancellations are possible up to **48 hours prior** to scheduled exam.

Should a student fail or not show up for their exam, the cost to retake will be **\$90 per exam.**

**PLEASE NOTE THAT ALL FEES ARE NON-REFUNDABLE 48 HOURS PRIOR TO THE EXAM**

# GED TUTORIAL PROGRAM APPLICATION

## UNIVERSITY OF ST. MARTIN



#1 Soualiga Boulevard, P.O. Box 836, Philipsburg,  
 St. Maarten, Dutch West Indies  
 Telephone (721) 542-5171 / 542-3156 / 542-3674, Fax (599) 542-5226  
 Website: [www.usm.sx](http://www.usm.sx)

Complete this application form and submit it with your payment in full to the Business Office of the University of St. Martin. Application fee of \$25.00 is **non-refundable**. Please include a copy of a valid passport or ID card.

Semester:     Spring (Jan-May)                       Fall (Aug-Dec)    Year: \_\_\_\_\_  
 Session:     Morning     Evening  
 Mode of Learning:     Face-to-Face     Blended\*                       Online-only\*

Last name	First name	Middle initial

Address

E-mail address	Cell phone

Gender:     Male     Female                      Date of birth D/M/Y

Citizenship:     Dutch     French     Other: \_\_\_\_\_

Residency:    Permanent ID# \_\_\_\_\_ Temporary ID# \_\_\_\_\_ Exp. \_\_\_\_\_

Last High School and Grade Attended	Graduated Y/N, Year

Parent/Contact person in case of emergency	Cell phone

GED Class subject(s)	Total costs

**\*Minimum requirements for the Blended or Online-only program:** These programs can not be done using a cellphone. A Laptop, or PC with a fast processor, monitor, speakers, microphone, webcam are required to participate. Internet Connection should be fast enough to keep up with classes. USM will not be held liable for students in these two programs who are unable to attend online classes due to internet or hardware issues.

**Conditions of enrollment:**

All payments in full or payment plan arrangements are to be made **two weeks prior** to the first day of classes. The University of St. Martin reserves the right to modify its curriculum, tuition, rates, program, rules and regulations. The University of St. Martin reserves the right to cancel any course announced in the event of insufficient student enrollment. By signing this document, you agree to have read and accept the information indicated and as stated on the "GED TUTORIAL & EXAM INFORMATION" sheet, with emphasis to the withdrawal, refund and payment plan requirements and deadlines. The undersigned declares to have read and agrees to this. -----

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian (if applicant under 18 years) \_\_\_\_\_

Signature of sponsor (if other than applicant) \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
GED Selection:	<input type="checkbox"/> Package <input type="checkbox"/> Classes
Payment Plan:	<input type="checkbox"/> Yes <input type="checkbox"/> No, paid in full
Approved for GED:	<input type="checkbox"/> Yes <input type="checkbox"/> No    Initial Bus. Office: _____
<b>Payment Plan Schedule*:</b>	
1 <sup>st</sup> payment/Date:	_____ Initial: _____
2 <sup>nd</sup> payment/Date:	_____ Initial: _____
3 <sup>rd</sup> payment/Date:	_____ Initial: _____
<b>*If other arrangement made, please describe and explain reason:</b>	
_____	
_____	
_____	



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## GED EXAM INFORMATION

Anyone who is **16\* years or older** and who does not have a high school diploma or a vocational training diploma and feels prepared to take the GED Exam can register.

*\*Under-18 candidates are required to have their parent/guardian sign the "GED Test Candidate Rules Agreement and Parental Consent" form before scheduling their exam.*

### HOW:

1. Create account online at [GED.com](https://GED.com), receive your GED ID and complete online registration.
2. Call or visit the University of St. Martin and pay to schedule exams **OR** schedule exam online using personal credit card.
3. Fill out the **GED EXAM APPLICATION** form.
4. **PAY** the GED Exam Fees.
5. Come in to USM on the day of your exam **15 minutes** prior to the testing time.
6. Present a valid **PASSPORT or ID**.
7. Fill in the necessary forms and sit your exam.

### WHEN & WHERE:

The GED exam will be scheduled various days during the year. Please contact USM for testing dates or view available dates on GED.com.

All exams will take place in the Pearson Vue Test Center lab on the USM Campus.

### USM SCHEDULED FEES:

Exam Fee: **\$90 per subject**  
Total: **\$350 all 4 subjects paid in full**

### SELF-SCHEDULED FEES:

Daily Registration Fee: **\$25** (USM students, regardless of number of exams scheduled)  
**\$35** (non-USM students, regardless of number of exams scheduled)

All **USM fees** are to be done via the **Windward Island Bank**. The Finance Department will no longer accept cash as of September 1, 2013. A proof of payment will need to be presented in order to process the student's request.

Examination fee deposits can be made to the following WIB accounts:

UNIVERSITY OF SXM Foundation Account # 80969100 US\$  
UNIVERSITY OF SXM Foundation Account # 80969307 NAF

**NOTE: NO FEE IS REFUNDABLE 48 HOURS PRIOR TO THE EXAM OR FOR NO-SHOWS**



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## GED ONLINE ACCOUNT SET-UP

### Setting Up Your Account

1. Go to [www.ged.com](http://www.ged.com) to sign up
  - Use an email address you have access to.
  - **Only create ONE account!** Creating more than one will block all accounts.
2. Fill in the information requested
  - Type in your name as it is on your **LEGAL ID CARD** (passport/ID/driver's license).
  - Use 'Sint Maarten' if residing on Dutch side, and 'Saint Martin' for French side
3. Testing location: Other countries
4. **When asked for GED Classes, select Yes, and choose University of St. Martin**
5. Do you require modified testing conditions?
  - Yes, if you have a documented disability
  - No, if you have no documented disabilities
6. Click on Schedule Test, and answer survey questions
  - If you completed high school in fourth (4<sup>th</sup>) form, this is equivalent to a U.S. 10<sup>th</sup> grade.
7. **A. USM Package Deal:** No need to schedule exams online. Contact USM's GED Department to schedule your exams.  
**B. Non-Package:** You can schedule your exams online using a credit card. Once scheduled, contact USM to confirm. An exam fee of **\$35 per day** is required when scheduling online.

### My Account Has an Alert. Help!

**Age Alert?** If you're under 18, you will need to fill in the parental consent form with your parent/guardian, scan it, and email it to [help@ged.com](mailto:help@ged.com). All information and steps are listed in your GED account under the alert.

**Eligibility Alert?** You will need to call GED at the numbers provided under the alert to find out the reason why your account has an alert. This is usually the case for creating multiple accounts.



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## GED Account Information

- **About the Test:** Contains the study guides for each content area, listing the various areas you will be tested on. Very helpful guide on what to study and be prepared for.
- **Study:** Various tools to prepare you for your exam.
  - o Practice: GED Ready. The official practice tests which determines whether you're ready for the official exam or need remediation. \$6 per subject.
  - o Get Study Materials: Contains guides, YouTube tutorial for RLA, Calculator tutorial etc.
  - o Preview Test: Tutorial of the testing program to prepare you for your exam.
- **Test Tips:** Contains a list of tips to prepare you for test day.
- **My Scores:** Lists the scores you received on the GED Ready practice test and the official GED exam.
  - o Official GED Exam: Shows your score on the official exam. Once you pass a subject, you won't need to take it again. If you failed, it will show you how you can score higher.
  - o You can also select the study material you used for exact pages for better studying.
  - o Suggested study route is to also take the GED Ready exam prior to retaking the official test, to better prepare.
  - o Cost to take/retake an exam is \$90 each.

## Congratulations, You Passed!

Once you successfully pass all your GED exams, you will receive two (2) emails containing a link to download your official PDF documents. Follow these easy steps:

- Open the email that has either your Diploma or Transcript and click on the link. It will take you to the Parchment website.
- Click "Next", and it will send you to a page requesting a code.
- Open your email and copy the code that was sent to you.
- Paste the code in the Parchment website, and you will be able to access your Diploma or Transcript.
- Download the document and save it to a memory stick or on a Cloud device for safekeeping.

# GED EXAM APPLICATION UNIVERSITY OF ST. MARTIN



#1 Soualiga Boulevard, P.O. Box 836, Philipsburg,  
St. Maarten, Dutch West Indies  
Telephone (721) 542-5171 / 542-3156 / 542-3674, Fax (599) 542-5226  
Website: [www.usm.sx](http://www.usm.sx)

Complete this application form and submit it with your payment in full to the Business Office of the University of St. Martin. All exam fees are **non-refundable 48 hours prior to exam**. Please include a copy of a valid passport or ID card.

Last name	First name	Middle initial

Residential Address
---------------------

Date of Birth D/M/Y	Cell Phone	Second Phone
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E-mail Address
----------------

Contact person in case of emergency	Cell phone
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GED Exam subject(s)	Total costs
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### Conditions of Exam:

All payments are to be made in full prior to the beginning of the exam. The University of St. Martin reserves the right to refuse to schedule or cancel an exam if fees are not paid in full or if the student has an outstanding balance with the Business Office. The student needs to inform the GED Department if they require cancellation of the exam at least **48 hours** in advance or they will forfeit the payment of the GED examination. Student agrees to arrive at least **15 minutes** prior to scheduled exam. Students that are **30 minutes late** will be recorded as a "No-Show" and will need to pay to schedule the exam again.

**Should a student fail or not show-up for an exam, the cost to retake is \$90.00 per exam.**

*The undersigned declares to have read this and agrees to this.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian (if applicant under 18 years) \_\_\_\_\_



# GED EXAM SCHEDULING

Fill in this table to let us know how you would like your GED exams scheduled.

	Date	Subject(s)	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

<b>FOR OFFICE USE ONLY</b>		
GED ID# _____		
VUE ID# _____		
GED Selection: <input type="checkbox"/> Package	<input type="checkbox"/> Exam-only	Initial: _____
If package, balance cleared?: <input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial: _____
Comments:		
_____		
_____		
_____		
_____		