



## GED TUTORIAL & EXAM 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.



# University of St. Martin

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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) \_\_\_\_\_

**FOR OFFICE USE ONLY**

GED Selection:       Package       Classes

Payment Plan:       Yes       No, paid in full

Approved for GED:       Yes       No      Initial Bus. Office: \_\_\_\_\_

**Payment Plan Schedule\*:**

1<sup>st</sup> payment/Date: \_\_\_\_\_ Initial: \_\_\_\_\_

2<sup>nd</sup> payment/Date: \_\_\_\_\_ Initial: \_\_\_\_\_

3<sup>rd</sup> payment/Date: \_\_\_\_\_ Initial: \_\_\_\_\_

**\*If other arrangement made, please describe and explain reason:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_