HiSET Voucher Service

ETS offers Vouchers for organizations that wish to pay HiSET test fees on behalf of sponsored students. The complete details of the service are listed below.

Process for Obtaining HiSET Vouchers

- Complete, sign and return a copy of the attached Order Form via email, fax, or mail to the address provided on the form. The form must be signed by an individual responsible for authorizing payment.
- ETS will send vouchers electronically, in the quantity ordered, to the email address you indicated on the form within 7-10 business days of receipt of order at ETS.
- Payments are accepted via credit card, and agency or company check. Purchase orders may also be submitted for payment. ETS will invoice your organization for all vouchers purchased against a purchase order; payment must be submitted to ETS within 30 days of receipt of invoice.
- You may distribute the vouchers to applicants for whom you will pay the test fees.
- One test taker per voucher number. A single voucher number cannot be assigned to multiple individuals.
- If the voucher covers multiple tests and/or administrative fees, the test taker must retain voucher number for registrations made at different times.
- An administrative surcharge of $1.50 per voucher is assessed to cover the cost of tracking vouchers and billing.
- NOTE: Vouchers are valid for up to 18 months after date of issue. If purchasing vouchers that cover multiple tests and/or administrative fees, all redemptions must be used within 18 months of date issued. Credit will not be issued for unused redemptions and replacements will not be issued for expired vouchers.
- Checks must be made payable to ETS and include HiSET in the memo line.
- Orders containing credit card information must be sent via confidential fax.

Cancellation and Refund Policy

- Monetary refunds will not be issued for unused vouchers.
- If a test taker is a “no show” or cancels, the voucher is considered used. No credit will be offered in these situations.
- If a center is unable to administer a test, a free reschedule is offered. However, the voucher is considered used.

Registering for the HiSET Test Using a Voucher

- Test takers can register online at https://hiset.ets.org/myhiset.
- Paper-based (PBT) vouchers may ONLY be used to schedule PBT appointments.
- Computer-based (CBT) vouchers may be used to schedule both CBT and PBT tests, however, if the voucher is used for PBT the test taker will be prompted to pay the difference at checkout.

Questions

- If you have any questions, please contact HiSET Institutional Services at 1-855-694-4738, option 3 or email HiSETVouchers@ets.org.

To place a voucher order, please fill out this order form in its entirety. All fields marked with an asterisk (*) are required.

Bill To:	Send To: ❑ (check here if same as "Bill To")
*Organization	*Organization
*Name	*Name
*Email	*Email
*Full Address	*Full Address
*Phone	*Phone
*State - Please indicate the testing state.	

	Description:	Quantity:	Cost: CBT	Cost: PBT	Total Cost:
BA	Bundled voucher: Five Individual Test Fees Only				
IA	One Individual Test Fee Only				
AT	Single - Test Center Administrative Fees (if applicable, check page 4 for fee chart by state)				
AT	Multiple - Test Center Administrative Fees (if applicable, check page 4 for fee chart by state)				
AS	Single - State Administrative Fees (if applicable, check page 4 for fee chart by state)				
AS	Multiple - State Administrative Fees (if applicable, check page 4 for fee chart by state)				
BB	Bundled voucher: Five Individual Test Fees + All Administrative Fees (State & Test Center Fees)				
BC	Bundled voucher: Five Individual Test Fees + State Administrative Fees				
BD	Bundled voucher: Five Individual Test Fees + Test Center Fees				
IB	One Individual Test Fee + All Administrative Fees (State & Test Center Fees)				
IC	One Individual Test Fee + State Administrative Fees				
ID	One Individual Test Fee + One Test Center Fee				
AB	Single - State and Test Center Administrative Fees				
AB	Multiple -State and Test Center Administrative Fees				
Please include $1.50 per voucher for processing			$1.50		
TOTAL FEES INCLUDED*:					

Method of Payment:	Cardholder Information:
❑ AMEX ❑ Visa ❑ MasterCard ❑ Discover ❑ Check (Must be made payable to **ETS** and include HiSET in the memo line) ❑ Purchase Order # _____ *All fees must be paid in USD. Vouchers expire 18 months from the date of purchase and are non-refundable. Orders containing credit card information must be sent via confidential fax. **Please mail orders to:** HiSET Vouchers MS - 13Q 1425 Lower Ferry Road Ewing, NJ 08618	Name:_____ Card Number: _____ Expiration Date (MM/YY):_/____ I authorize ETS to charge this account with the Total Cost above: ❑ YES ❑ NO Signature:_____ **Orders may be sent via confidential fax to:** (973) 735-1903 **Or via email to:** HiSETVouchers@ets.org **Orders containing credit card information MUST be sent via fax.**

I, the undersigned, do hereby acknowledge that I have read and understood the terms and conditions of my purchase of ETS HiSET vouchers. I understand that it is my responsibility to maintain the security of all purchased vouchers. I also understand that I will forfeit my payment if I do not comply with these terms.

The undersigned represents that he/she is a duly authorized signatory on behalf of the agency sponsoring the above noted vouchers.

Print Name: _____

Organization: _____

Signature: _____ Date: _____

Fee Chart (by State)

The chart below outlines the ETS HiSET test fee, test center fee, and administrative fee by state. In addition to these fees there is also a $1.50 processing fee per voucher that applies to all states.

PLEASE NOTE: Vouchers that cover test center and administrative fees should ONLY be purchased if ETS collects these fees on behalf of your state and/or test center.

State	ETS HiSET Test Fee		Test Center Admin Fees		State Administrative Fees	
	CBT	PBT	Individual Test	All Five Individual Tests	One Time Fee	Per Test Fee
California	$12.75	$17	Varies by center	Varies by center	$20	N/A
Colorado	$10.75	$15	$10	$50	N/A	$7.50
Georgia	$10.75	N/A	$8	$40	N/A	$8
Guam	$10.75	$15	$5	$25	$10 (annually)	N/A
Illinois	$10.75	$15	$8	$40	N/A	N/A
Louisiana	$10.75	$15	$6	$30	$10 (annually)	N/A
Massachusetts	$10.75	$15	$9	$45	$5	N/A
Michigan	$10.75	$15	$8	$40	$30	N/A
Mississippi	$10.75	$15	$7	$35	N/A	N/A
Missouri	$10.75	$15	$7	$35	$10 (annually)	N/A
New Hampshire Computer	$10.75	N/A	N/A	N/A	N/A	$14.25
New Hampshire Paper	$15	N/A	N/A	N/A	N/A	$10
New Jersey	$10.75	$15	$10	$50	N/A	N/A
New Mexico	$10.75	$15	N/A	N/A	N/A	N/A
Oklahoma	$10.75	$15	$7.50	$37.50	$10 (annually)	N/A
Pennsylvania	$10.75	$15	$8	$40	N/A	N/A
Tennessee	$10.75	$15	$5	$25	N/A	N/A
Texas	$10.75	$15	$10	$50	N/A	$5
All other states	$10.75	$15	$0	$0	$0	$0