



## Voucher Request Form

<b>Institution Name</b>	
<b>Name of Requester</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

Each candidate may apply one voucher to their purchase of a **VCLA** test. If the candidate registers with a voucher in a dollar amount that is less than the full assessment fee, the candidate must pay the balance of the assessment fee by credit card.

Indicate how many vouchers you wish to purchase:

Number of Vouchers	Test	Amt.	Total Purchase (=)
	Single subtest	\$40	
	Both subtests	\$80	
	Registration processing fee	\$50	
	Other amount	\$___	
<b>Total Amount:</b>			

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: \_\_\_\_\_

***Purchase Orders only:***

**Email: [estestvoucher@pearson.com](mailto:estestvoucher@pearson.com), or  
 Fax: 413-256-7058**

**Mail to:**

**Attention: Finance  
 Evaluation Systems, Pearson  
 300 Venture Way  
 Hadley, MA 01035**

Vouchers that have expired unused will be replaced by Pearson upon request as a one-time courtesy and sent to the Institution after the original voucher expiration date. Therefore, no refund or credit is available to the Institution for expired vouchers. Vouchers are single use vouchers, valid for one registration up to the maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for the assessment fee are not refundable to the Institution or to the candidate.