



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Testing Fee Payment
Procedure Number: 01-2004-0004
Board Policy Reference: IV.A.

Accountable Administrator: Controller
Position responsible for updating: Assistant Director, Advising, Testing, and Student Disability Services
Original Date: April 8, 2004
Date Approved by Cabinet: 12-04-12
Authorizing Signature: *signed original on file*
Dated: 12-04-12
Date Posted on Web: 12-05-12
Revised: 11-12
Reviewed: 10-13

Principle:

To ensure payment of testing fees prior to testing.

Guidelines:

Individuals requiring testing will pay the appropriate testing fee at any BMCC location prior to being allowed to test. The individual will be given a payment receipt that they will be required to present to the Testing Center prior to being allowed to test.

Individuals without receipts or payments recorded in the system will NOT be allowed to test. GED candidates must pay the appropriate GED testing fee 24 hours in advance of making an appointment for testing. The Testing Center will record the date, time, and type of test provided in Test Tracker.