



Directions

BASIC SKILLS - GedTestFee@scc.spokane.edu

1. Instructor fills out form with student present (*one test per student*).
2. Instructor clicks on WF/Basic Skills button at bottom of page. When dialogue box opens, make sure "Desktop Email Application" is selected to e-mail form to GedTestFee@scc.spokane.edu.
Note In the subject line: Name of Student and "GED Test Fee"
3. Request will be processed within three working days. The approval will be emailed to student or instructor.
4. Student will present receipt or approved voucher to examiner.

BFET - BFET-GED@scc.spokane.edu

1. Instructor fills out form with student present (*one test per request*).
2. Instructor clicks on BFET button at bottom of page. When dialogue box opens, make sure "Desktop Email Application: is selected to e-mail form to BFET-GED@scc.spokane.edu.
Note In the subject line: Name of Student and "BFET-GED TEST"
3. Student Financial Services (SFS) will process approved award within three working days from the date received from the BFET office and send to cashiering.
(Please allow up to 5 working days for final BFET approval process to be completed)
4. Cashier will e-mail receipt to contact e-mail address on form.
5. Student will present printed e-mail receipt to examiner.



GED TEST FEE REQUEST FORM

Student must present this form to the Cashier for processing

Basic Skills BFET Worker Retraining

\$ _____

Student's Full Name: _____
Last First M.I.

Student's FULL SID:

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Contact E-mail Address for receipt: _____

GED Test:

Test Date: _____

Test Time: _____

Test Location: _____

Test must be taken at the date and time noted above!

INSTRUCTOR SIGNATURE: _____

Instructor Location: _____ Request Date: _____

Approval: _____ Approval Date: _____

Internal use only: Summer Fall Winter Spring

GED TESTING FEES ARE NON-REFUNDABLE