



Withdrawal/ Refund Request Form

For Paper-Based Testing
and ATS-P (Video)

IMPORTANT INFORMATION

- Use this form if you have already registered for the NYSTCE® and wish to withdraw from one test or withdraw your registration entirely.
- For tests other than the ATS-P (video), you may also withdraw and submit a refund request on the Internet at **www.nystce.nesinc.com**. See "Changing Your Registration."
- In order for you to receive a partial refund for tests other than the ATS-P (video), your Withdrawal/Refund Request Form **must be received by the late registration deadline** (see "Test Dates").
- For all tests except the ATAS and the ATS-P (video), you will receive a refund of \$40 per test withdrawn.
- For the ATAS, you will receive a refund of \$15.
- For the ATS-P (video), you will receive a refund of \$85 only if your request is received by June 8, 2012, and before you have submitted your video recording and/or related documentation.

Mail to:

**NYSTCE
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9008
Fax number: 1-413-256-7088**

1. Name

Last	First	Middle Initial

2. Address Check here if address is different from address on original registration.

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P.O. Box or Street Address

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City or Town

State

ZIP Code

3. Social Security Number

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4. Date of Birth

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Month Day Year

5. Test date for which you are registered (check one). For ATS-P (video), leave blank.

- September 24, 2011
 November 12, 2011
 February 18, 2012
 April 21, 2012
 June 9, 2012
 July 14, 2012

6. Test(s) from which you would like to withdraw (see "Test Selection" for test codes):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> ATS-P (video)
Test Code	Test	Test Code	

Check the box if you are withdrawing from the ATS-P (video).

7. I have read the 2011-2012 NYSTCE® Registration Bulletin, including the Rules of Test Participation for Paper-Based Testing (or, if I am withdrawing from the ATS-P, the 2011-2012 NYSTCE ATS-P Registration Bulletin and the Rules for ATS-P Participation), and I understand these rules and agree to be bound by their terms. I understand that for all tests except the ATS-P (video), this form must be **received** by 5:00 p.m. eastern time on the late registration deadline of the test date for which I had originally registered in order for me to receive a partial refund according to the guidelines presented on this form. For the ATS-P (video), I understand that this form must be **received** by the final submission deadline of the program year (June 8, 2012) and before I have sent in my video recording and/or related documentation. I certify that I am the person whose name and address appear on this form.

Signature

Date