

SAT® On-Campus Program

ORDER FORM

July 2008 – June 2009

Please refer to the *SAT On-Campus Brochure*, available at www.collegeboard.com, for assistance in completing this order form. Print or type all information, except where a signature is requested.

BILLING	SHIPPING (Test books may not be transferred to any other party, inside or outside the United States.)
Institution:	Institution: College Code:
Billing Name:	Test Administrator's/Supervisor's Name: (A person's name is required; "Receiving Dept." is not sufficient.)
Phone:	Phone:
Street Address:	Street Address:
City:	City:
State: Zip Code:	State: Zip Code:
Bill Purchase Order # _____ (Order Form must accompany P.O.) Payment Enclosed Check # _____ Institutional Credit Card # _____ _____ Name of Credit Card Holder Expiration Date	Administration Date/Testing Period: _____ (Four-month rental period begins with your first administration date.) All test books for this order must be returned at the end of your four-month rental period. Type of Institution: ____ 2-year college ____ 4-year college ____ New Customer

PLEASE NOTE: Shipping and handling charges apply to all orders. If expedited shipping is required to meet your needs, special charges will be added. Payment for test materials must be sent with all orders not accompanied by a purchase order number. U.S., state, and local taxes and Canadian GST (GST/HST #131414468 RT) will be added as appropriate. Charges for essay readings will be billed separately. All essays returned for scoring must include a check, purchase order, or credit card number.

Make checks payable to SAT On-Campus. Prices are effective July 1, 2008, and subject to change without notice. Minimum order is \$25.00, plus shipping and handling. **Refunds and credits are not given.** Mail completed Order Form to SAT On-Campus, P. O. Box 6725, Princeton, NJ 08541-6725, or fax to 609 771-7835. Additional Order Forms are available at www.collegeboard.com. For additional information, phone 800 430-3033, or e-mail SAT_On-Campus@info.collegeboard.org.

SAT Reasoning Test Fees

Test Book Rental (fees are per test book per test-taker)

- \$38.00 Domestic
- \$49.50 International (outside the United States, including Canada)

Essay Reading Service (Domestic and International)

- \$6.25 per essay (\$312.50 minimum)

PLEASE INDICATE ORDER QUANTITIES BELOW

Order exact quantities that will be used for your test administration(s). Test materials must be used within the four-month rental period for which they are ordered, or returned unused.

Test Materials	Form	Item No.	Quantity	Total
SAT Reasoning Test Books	T	728469		\$
SAT Reasoning Test Books	V	728470		\$
SAT Scannable Answer Sheets	-----	-----	1 per test book ordered	No charge
MicroScore Software CD	-----	-----	1 per institution; sent with first SAT test book order	No charge

Total SAT Test Book Order \$

Note: Practice materials are available free of charge in the SAT Preparation Center™ at www.collegeboard.com/satprep.

We will score our own essay answer sheets. We will score our own multiple-choice answer sheets.

I will return multiple-choice answer sheets only to SAT On-Campus for scoring.
Estimated date of return is _____ / _____ / _____.

I will return essay answer sheets only to SAT On-Campus for scoring.
A confirming e-mail will be sent (see below).
Estimated date of return is _____ / _____ / _____.

I will return multiple-choice and essay answer sheets to SAT On-Campus for scoring.
A confirming e-mail will be sent (see below).
Estimated date of return is _____ / _____ / _____.

If you order essay scoring, you must send a confirming e-mail to SAT_On-Campus@info.collegeboard.org with:

- the tracking number of the shipment
- the actual number of essays returned
- a purchase order number or credit card number for billing if a check was not submitted

SAT SUBJECT TESTS™

SAT Subject Tests™ Fees

Test Book Rental (fees are per test book per test-taker)

- \$19.00 Domestic
- \$36.50 International (outside the United States, including Canada)

PLEASE INDICATE ORDER QUANTITIES BELOW

Answer sheets are sent in quantities equal to the test book quantities unless otherwise indicated below. One scoring stencil is provided for each Subject Test title ordered. Order the exact test book quantities that will be used for your test administration(s). Test materials must be used within the four-month rental period for which they are ordered, or returned unused.

Test	Quantity	Test Book Item Number	Scoring Stencils Item Number	CD Item Number	Total Amount
Literature		728642	728497		\$
United States (US) History		728643	728503		
World History		728644	728504		
Mathematics Level 1		742307	728501		
Mathematics Level 2		728646	728502		
Biology Ecological/Molecular		742399	728498		
Chemistry		736008	735970		
Physics		728649	728500		
French		742400	728505		
German		728651	728506		
Modern Hebrew		728652	728509		
Italian		728653	728507		
Latin		742401	728508		
Spanish		728655	728510		
Chinese with Listening		728656	728511	728663	
French with Listening		742402	728512	728664	
German with Listening		728658	728513	728665	
Japanese with Listening		730871	728514	741430	
Korean with Listening		728660	728515	728667	
Spanish with Listening		743257	746361	735097	
Total SAT Subject Test Book Order					\$

Note: Practice materials are available free of charge in the SAT Subject Tests Preparation Center at www.collegeboard.com/subjecttests.

TEST BOOK RENTAL AGREEMENT

SAT Reasoning Tests, SAT Subject Tests, and supporting materials ordered with this Order Form are rented from the SAT On-Campus Program.

Test books:

- may only be used at the institution represented below. A test book may not be reused or issued to more than one test-taker.
- are for limited use as described in the *SAT On-Campus Brochure*.
- may not be reproduced or copied, in whole or in part.
- may not be transferred to any other party, or used for any other purpose.

Orders of testing materials:

- must be counted within 24 hours of receipt by the undersigned official* to verify quantities received
- must be checked for any discrepancy between what was ordered and what was received; if any discrepancies are identified, they must be documented and immediately reported to SAT On-Campus at 800 430-3033 or by e-mail at SAT_On-Campus@info.collegeboard.org.
- must be kept in secure, locked storage at all times, except during actual administrations, official administrative checks, and for preparation for immediate return.
- **must be returned together with all materials from the same rental period in a single shipment to SAT On-Campus immediately after the four-month rental period ends.** Do not mix materials from overlapping rental periods in the same shipment.

I understand that:

- refunds and credits are not given for unused test books or answer sheets, and I must order test materials based on actual usage.
- **I must use the test materials within the four-month rental period for which they are ordered, and cannot hold them for future administrations beyond that four-month time period.**
- when I am returning essays and require the Essay Reading Service, I must send a confirming e-mail to SAT_On-Campus@info.collegeboard.org with the tracking number of the shipment, the actual number of essays returned, and a purchase order number or credit card number for billing if a check was not submitted.

LIMITATION OF LIABILITY. In no event shall the College Board be liable under this Rental Agreement for any special, incidental, indirect, consequential, exemplary or punitive damages (including, without limitation, any damages for loss of data, goodwill, business, or profits), even if the College Board has been advised of the possibility of such damages.

WARRANTY DISCLAIMER. THE COLLEGE BOARD AND ITS AFFILIATES AND SUPPLIERS HEREBY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE.

FORCE MAJEURE. Either party may be excused from performance of an obligation under this Rental Agreement in the event that performance of that obligation by such party is prevented by an act of God, act of war, terrorism, riot, fire, explosion, flood or other natural catastrophe, and any other event, similar or dissimilar, that could not reasonably be avoided by such party.

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The undersigned official* certifies that the institution he or she represents will abide by the conditions cited in this Rental Agreement and agrees to supervise the receipt, storage, use, and return of these rented test materials to SAT On-Campus no later than ____ / ____ / ____ (i.e., immediately after the end of the four-month rental period which begins on the first administration date indicated on page 1 of this order form).

Print Name	Title
Phone Number	E-mail
Institution	
Institution Address (street, city, state, zip)	
Signature*	Date

*Official signature may be that of the test administrator/supervisor, dean, chairperson, or other appropriate staff member.

