Registration Instructions
SUNY College at Plattsburgh

PLEASE READ BEFORE COMPLETING A REGISTRATION FORM

1. Complete the enclosed Registration Form—front and back (please print). Test takers may only register for one exam per test date, per application.

2. Mail the Registration Form with your Test Center Administration fee ($60) to:
   
   Academic Advising  
   SUNY College at Plattsburgh  
   101 Broad Street  
   Plattsburgh, NY 12901

3. Send the CLEP Exam Fee ($72) with your Registration Form OR plan to make this payment by credit card on the day of your exam (see details below).

TEST CENTER ADMINISTRATION FEE:
All test takers must pay a non-refundable test administration fee of $60.00 by money order only (US funds). The administration fee must be mailed with the Registration Form to secure an exam date. Registrations sent without the test administration fee will not be processed.

CLEP EXAM FEE:
All test takers must pay a CLEP exam fee of $72.00 (US Funds). Payment may be made by check or money order (payable to CLEP). Check or money order should be mailed with the registration form. You may also pay by credit card (Visa, Mastercard, Discover, American Express) on the day of your exam. You will enter your credit card information directly into the CLEP software before taking your exam.

*If you have registered for more than one exam date, you must provide a separate payment for each test.

OPTIONAL ESSAY FEE:
CLEP offers an optional essay for four exam titles. An additional fee of $10 (payable by money order only to Plattsburgh State) is required for the following exams, and is due at the time of registration:
- American Literature w/essay
- English Literature w/essay
- Analyzing & Interpreting Literature w/essay
- Freshman College Composition w/essay

INDIVIDUALS WHO HAVE NOT PAID ALL FEES BY THE REGISTERED TEST DATE WILL NOT BE ADMITTED FOR AN EXAM.

RE-SCHEDULING: Test takers who wish to reschedule a test must do so within 3 business days of the scheduled exam and pay a re-scheduling fee of $15 (payable by money order only to Plattsburgh State).