

National League for Nursing Site Registration Form
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Instructions: Complete and Fax pages 1 and 2 to NLN Customer Service at (618) 453 3333
All score reports will be transmitted to the Dean, Director or Chairperson who is indicated below

Institutional Information (for NLN use only)

Agency ID: _____ Director ID: _____ Institution Name: _____

Dean, Director or Chairperson Contact Information

Name: _____ Title: _____

Address (Street or P.O. Box): _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Fax: _____

Email: _____ Proctor email: _____

By signing below I acknowledge that the National League for Nursing will charge each online tester a registration fee, currently \$____ USD (subject to change without notice). I further acknowledge that my institution may request an additional amount be added to the registration fee to cover our administrative costs. I request an additional amount of \$____ be added to the base fee .

PLEASE CHOOSE ONE OPTION IF REQUESTING AN ADDITIONAL FEE

_____ I request that the additional fee (less 10% service charge up to \$100) be sent directly to the proctor via US MAIL at the address provided on the proctor's required W-9 form.

_____ I request that the additional fee (less 10% service charge up to \$100) be sent directly to my institution.

I further understand that *student registrants* are required to read and agree to the Refund and Rescheduling policy as printed below before the system allows their registration to be completed.

- **Refunds** No. NLN maintains a strict "No Refund" policy on all purchases.
Fees are non-refundable and non-transferable.
If you cancel or do not attend your exam there is no refund.
- **Rescheduling:** You must reschedule at least 1 day before the exam registration CLOSES.
Registration is valid for the test date and location on the Exam Confirmation.
After you complete the rescheduling process, your original seat is unavailable.
The testing facilities have a roster showing you have rescheduled to another date.
- **Repeating the exam** You may take the exam again but there is a waiting period between re-takes.
Check with the schools you want to apply for their re-take policy.
"Typical" waiting period is 6-months between tests.

Signature: _____ Date: _____

Print Name & Title _____

By typing your name in the space above, you are digitally signing this form.

