

# 2018-19 SAT Bulk Transmittal Form

For official use only. Do not write inside this box.  
**CUST ID:**

Use this form to submit multiple SAT® and SAT Subject Tests™ registrations for a single test date. Please read and follow all of these instructions carefully. Do not send this form if you are submitting registrations with individual payments.

1. Fill in the information under "School and Contact Information." An email address is required so that we can notify you when the registrations have been received.
2. Under "Test Date," select the test date (one per form) and enter the total number of registrations enclosed.
3. Check and tally the registrations and fees that you will be enclosing.
4. Indicate how you are submitting payment under section "Method of Payment." Be sure to include the late fees if you are submitting your order after the registration deadline. (Late registration is not available for international registrations.)

## Important

- The bulk transmittal form should be submitted by schools only.
- Students must fill out their registration forms completely, because we will process them separately, one by one. Incomplete registrations will be returned unprocessed to your institution. Refer students to the *Student Registration Booklet* for important requirements.
- The school should submit only ONE PAYMENT with each bulk transmittal form on behalf of all students.
- Since you are submitting registrations on behalf of your students, **you are responsible for all fees for services** indicated on each student's registration form. Remind students that they may not order additional services unless the school is paying for them. **Please check each form carefully.**

**Students must fill in all fields that are marked "REQUIRED" on the registration form.**

## Mailing Directions:

Prepare the registrations for mailing by placing this completed transmittal (pages 1 and 2) on top of the registration forms. Do not insert the registration forms in the individual pre-addressed envelopes. Do not include registrations that are not paid for by your institution. (Students using fee waivers or paying for their own registration should register separately.) Mail the registration forms together with this completed transmittal form to:

College Board SAT Program  
Attn: SAT Bulk Processing  
1084 South Laurel Road  
London, KY 40744

## School and Contact Information (Please print; all information is required.)

Contact Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Test Date

All registrations within the order must be for the same test administration:

- |  |                                       |                                       |                                       |
|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Aug. 25, 2018 (U.S. only) | <input type="checkbox"/> Nov. 3, 2018 | <input type="checkbox"/> Mar. 9, 2019 | <input type="checkbox"/> June 1, 2019 |
| <input type="checkbox"/> Oct. 6, 2018              | <input type="checkbox"/> Dec. 1, 2018 | <input type="checkbox"/> May 4, 2019  |                                       |

Number of Registrations Enclosed: \_\_\_\_\_

The SAT is offered internationally in October, December, March, and May. SAT Subject Tests are offered internationally in October, November, December, May, and June.

Students are assigned to centers on a first-come, first-served basis. Submit registration forms at least two weeks before the regular registration deadline. See the *2018-19 SAT and SAT Subject Tests Student Registration Booklet*.

## Terms and Conditions



Please carefully read the terms and conditions supplied in the following pages—noncompliance may cause your students' registrations to be delayed or returned unprocessed.

1. Payment by credit card, check, money order, or purchase order must be supplied with this form. We will return registrations unprocessed if no payment is provided.
2. The College Board reserves the right to reject orders from institutions that have an uncollected balance due on previous orders. In such cases, the associated registrations will be returned unprocessed, according to established College Board procedures.
3. **If paying with a purchase order, you must enclose the original purchase order with this transmittal.**

## Method of Payment (Credit Card, Check, Money Order, or Purchase Order)

The school must submit one payment on behalf of all students. Multiple payments cannot be supported and will be returned. The school, as the responsible party, will receive any credits and/or debits related to this order. Students should leave Item 23 (Credit Card Information) blank on their registration forms.

**If paying by credit card, complete the information below. (Please print; all information is required.)**

Credit Card Type:  American Express  Discover/Diner's Club  JCB  MasterCard  VISA

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_  
(required for credit card payments)

**If paying by check or money order, please follow instructions below:**

One check or money order in U.S. dollars, drawn on a U.S. bank, made payable to College Entrance Examination Board.

**Purchase Order:**

Purchase order # \_\_\_\_\_. The invoice will reference this PO number.

## Tally of Tests and Fees

Requests for additional services marked on registration forms will be processed and charged to the school. If sufficient payment is not included for all orders marked on individual registration forms, including late fees, taxes, and regional fees, your entire order will be returned to you unprocessed and all fees will be refunded.

Tests and Services	Quantity	Fee	Total
SAT with Essay (per student)		× \$64.50	= \$
SAT (per student)		× \$47.50	= \$
SAT Subject Tests Registration Fee (per student)		× \$26.00	= \$
Subject Tests (per test)		× \$22.00	= \$
Language Tests with Listening (per test)		× \$26.00	= \$
			<b>Subtotal:</b> = \$
Additional Score Reports		× \$12.00	= \$
Question-and-Answer Service (QAS)*		× \$18.00	= \$
Student Answer Service (SAS)*		× \$13.50	= \$
Late Registration Fee (per student)		× \$29.00	= \$
International Locations: A non-U.S. regional fee applies (per student) The regional assignments and fees are listed in the <i>Student Registration Booklet</i> , the <i>International Code List</i> booklet, and at <a href="http://sat.org/international">sat.org/international</a> .		× \$ _____	= \$
			<b>Subtotal:</b> = \$
International Taxes (if any)**			= \$
International Special Administrative Fee (if any)***			= \$
			<b>TOTAL:</b> = \$

\* Available dates for QAS and SAS are listed in Item 22 on the registration form. \*\*See page 19 of the *Student Registration Booklet*. \*\*\*See page 10 of the *Student Registration Booklet*.

# SAT Bulk Registration Terms and Conditions

By submitting this form, you agree to the following terms and conditions.

1. **Term.** This Agreement applies to services offered by the College Board in connection with tests that are administered during the academic year 2018-19.
2. **Services.** The College Board agrees to make reasonable efforts to assign students to seats in the first- or second-choice test centers indicated on their registration forms or to reasonable alternate locations, provided that registrations are postmarked by the applicable registration deadlines and completed according to instructions given in *The SAT and SAT Subject Tests Student Registration Booklet*. Students who are eligible for the College Board Services for Students with Disabilities (SSD) will be accommodated, provided that they follow the published procedures for establishing their eligibility. Registrations received after the relevant last deadline as published will be processed for the next available test date, if possible, or returned per normal College Board procedures.
3. **Fees.** The School assumes the responsibility to pay the test and related fees for all students included in each bulk transmittal. Domestic registrations that are postmarked after the published regular deadlines and before the published late deadlines will be subject to the published late registration fee. The School is responsible for including this fee for every student in a bulk transmittal submitted under these conditions. Should students submit payment individually, the School remains obligated to cover any unremitted fees, including late fees that apply under published College Board procedures.
  - 3.1. The total test fees charged will be based on the number of registered students as determined by the College Board after it receives and processes the Bulk Transmittal Form. Total test fees are based on the number of registrants and not on the number of actual students. Fees are not refundable.
  - 3.2. Test-type, test-date, or test-center changes and Waitlist requests are not covered by this Agreement, and the student assumes responsibility for any applicable fees.
  - 3.3. Test-day changes to SAT Subject Tests taken or to the SAT Essay option are not covered by this Agreement, and the student assumes responsibility for any applicable fees. Refunds to the School associated with such changes will not be processed.
  - 3.4. Fees for any incomplete registration forms that are returned to the School unprocessed (required information is missing) will be refunded to the payee.
4. **Payment.** Payment for services covered by this Agreement must be supplied with the order. If no payment is supplied, the College Board reserves the right to return the associated registrations unprocessed according to established College Board procedures. The College Board reserves the right to decline to process orders from the School if the School has an uncollected balance due on previous orders covered by this Agreement. In such cases, the associated registrations will be returned unprocessed according to established College Board procedures.
5. **Independent Contractor.** The School and the College Board recognize and agree that the College Board is an independent contractor, and that neither the College Board nor any of the College Board's employees or agents is an employee of the School.
6. **Intellectual Property.** Notwithstanding any other provision under this Agreement, the School agrees and acknowledges that all intellectual property provided under or pertaining to the Agreement is the sole and exclusive property of the College Board, including but not limited to any of the College Board's examinations and all items (questions) contained therein; all data including but not limited to all individually identifiable information and aggregate data collected under this Agreement, including all copies thereof; all data and any parts thereof; and all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights ("College Board Intellectual Property").

The College Board shall have the right to use without limitation the data collected in the performance of this contract in normal and customary operation of the College Board. In no way shall this paragraph be construed as to grant any rights under copyright law to the School to the College Board's tests, answer keys, report formats, or other material owned by the College Board. Nothing in this Agreement should be interpreted to indicate that the College Board is passing its proprietary rights in and to the SAT Program tests to the School.

7. **Disclaimer of Consequential Damages.** To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement, the College Board and the College Board's officers, directors, partners, employees, agents, subcontractors, or consultants shall not be liable to the School or anyone claiming by, through, or under the School for any special, incidental, indirect, or consequential damages whatsoever, including commercial loss, loss of use, or lost profits arising out of, resulting from, or in any way related to this Agreement or the work to be performed by the College Board pursuant to this Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of the College Board, of the College Board's officers, directors, partners, employees, agents, subcontractors, or consultants, or any of them, even if the College Board has been advised of the possibility of such damages.
8. **Disclaimer of Implied Warranties.** NO WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.
9. **Limitation of Liability.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the College Board and the College Board's officers, trustees, partners, employees, agents, and the College Board's subcontractors, and consultants, and any of them, to the School and anyone claiming by, through, or under the School, for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to this Agreement or the work performed by the College Board pursuant to this Agreement from any cause or causes, included but not limited to the negligence, professional errors or omissions, strict liability, or breach of contract or warranty, express or implied, of the College Board or the College Board's officers, trustees, partners, employees, agents, subcontractors, or consultants, or any of them, shall not exceed the total compensation received by the College Board under this Agreement.
10. **Compliance with Laws.** The School shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the services to be rendered under this Agreement. The School's violation of any of these laws, statutes, ordinances, rules, or regulations constitutes a breach of this Agreement and entitles the College Board to terminate this Agreement immediately upon delivery of written notice of termination to the School.
11. **Governing Law.** This Agreement shall be construed by and governed under the laws of the State of New York.
12. **Entire Agreement.** This Agreement supersedes all prior oral and written proposals and communications between the College Board and the School related to the College Board's services to be performed, and validly executed Amendments are herein incorporated by reference to this Agreement. This Agreement may not be modified orally, and no modification or any claimed waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom enforcement of such modification or waiver is sought.
13. **Waiver.** No waiver of any breach of any provision of this Agreement shall operate as a waiver of such provision of this Agreement, or as a waiver of subsequent or other breaches of the same or any other provision of this Agreement, nor shall any action or nonaction by either party be construed as a waiver of any provision of this Agreement or of any breach thereof unless the same has been expressly declared or recognized as a waiver by such party in writing.
14. **Force Majeure.** In the event of a fire, flood, earthquake, or other acts of God, war, government regulations, terrorism, civil disorder, disease-related epidemic, curtailment of transportation facilities, or for other such unexpected circumstances that make it illegal for either party to perform any of its obligations under this Agreement, the obligations of each party to the other under this Agreement shall be completely canceled and deemed null and void, and neither party shall have any further obligation to the other hereunder.