

# Fees and Optional Services

## Test Fee

You will pay the fee for taking the MAT directly to the CTC where you take the MAT. The MAT Test Fee varies from CTC to CTC. When you apply to take the MAT, the CTC will tell you what its Test Fee is and how to pay it. This Test Fee covers one personal Score Report that will be mailed to you, and up to three Official Transcripts that will be sent to schools you specify when you take the MAT (see Scoring and Score Reporting). Anytime you test, including a retest, you must pay all appropriate fees.

## Optional Fees

Any additional services that you would like beyond the personal Score Report and the three Official Transcripts are optional and require additional fees. You must pay any additional fees directly to Pearson. Payment *must* be in the form of a money order payable to Pearson and displaying your name. If you are paying from outside the United States, you *must* submit an international money order payable in U.S. dollars. If personal checks or cash are sent as payment for fees, your request will *not* be processed.

The following fees are required for additional services:

- **Alternative Testing Site Fee**—\$149.00
- **Replacement Retest Admission Ticket Fee**—\$25.00  
See Retaking the MAT
- **Transcript Fee**—\$25.00 per transcript
- **Score Verification Fee**—\$35.00
- **Online Practice Test Fee**—See [www.MillerAnalogies.com](http://www.MillerAnalogies.com) for fee  
See Online Practice Tests

All MAT fees are subject to change without notice; see [www.MillerAnalogies.com](http://www.MillerAnalogies.com) for most current information. All fees are nonrefundable unless stated otherwise in Requesting Optional Services.

Send additional fee payments and requests for optional services to Pearson at one of the following addresses:

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| <ul style="list-style-type: none"> <li>● By regular mail:</li> </ul> <p>Pearson<br/><i>Miller Analogies Test</i><br/>P.O. Box 7247-6707<br/>Philadelphia, PA 19170-6707</p> | <ul style="list-style-type: none"> <li>● By overnight courier service:</li> </ul> <p>Pearson<br/>c/o CitiBank Delaware<br/>Team 2<br/>Lock Box 6707, OPS3<br/>1615 Brett Road<br/>New Castle, DE 19720</p> |
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Overnight courier service only expedites payment, not score reporting.

## Requesting Optional Services

Make requests for optional services by submitting the Requesting Optional Services form, available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Fees and Optional Services.” Send the completed form to one of the addresses listed under Optional Fees.

Certain requests may require additional information or communication depending on the service. For any questions regarding requesting optional services that cannot be answered by the information on the MAT website under Fees and Optional Services or this Candidate Information Booklet, contact PSE Customer Relations (see Customer Relations).

## Requesting an Alternative Testing Site

If you live more than 100 miles from a CTC, you may request by letter to take the MAT at an Alternative Testing Site. If your request is approved by Pearson, it is your responsibility to locate a test site and make arrangements, including finding an Alternative Test Administrator, for the MAT to be administered to you.

A MAT Alternative Test Administrator for an Alternative Testing Site must have at least a bachelor’s degree, but preferably a master’s or doctorate, and experience administering a standardized test. This could be a private individual or a person who holds one of the following positions:

- A faculty member or administrator at a university, college, or school
- A U.S. Embassy administrator or consulate
- A Dantes TCO

After making arrangements with an Alternative Test Administrator, you must again write to Pearson to explain the arrangements you have made and to pay the Alternative Testing Site Fee. In this letter you must provide the additional following information:

- The name and address of the MAT Alternative Test Administrator with whom you have made arrangements
- The tentative test date that you and your Alternative Test Administrator have agreed upon

The Alternative Test Administrator with whom you arrange to take the MAT must also notify Pearson in a letter that states the following:

- An agreement to administer the MAT to you (by name)
- A brief resume stating the Alternative Test Administrator’s educational background and any standardized tests the Alternative Test Administrator has administered
- A street address to which the testing materials can be sent
- A telephone number, email address, and fax number (if available) where the Alternative Test Administrator can be reached in case Pearson has questions regarding the information provided
- The tentative date on which the test is to be administered

Only after Pearson has received the letters and fee from you and the letter from the Alternative Test Administrator will the testing materials be mailed to the Alternative Test Administrator. Because the time it takes for the testing materials to be shipped and received may vary, you should stay in touch with the Alternative Test Administrator so you can take the MAT as soon as possible

after he or she receives these materials. The Alternative Test Administrator is only allowed to keep the testing materials for a limited time before returning them to Pearson.

Alternative Testing Sites ordinarily charge an additional fee to cover shipping and other expenses involved in administering the MAT. This fee is paid directly to your Alternative Test Administrator and is in addition to the Alternative Testing Site Fee that you pay to Pearson.

## **Requesting an Additional Retest Admission Ticket**

If you lose the Retest Admission Ticket you receive automatically with your personal Score Report and you want to take a paper-and-pencil version of the MAT, you must write to Pearson to request a replacement one and pay the appropriate fee. The Retest Admission Ticket fee does not include the cost of the retest. If you take the MAT again without a Retest Admission Ticket, your score will be cancelled (see Score Cancellations).

## **Requesting Additional Personal Score Reports and Official Transcripts**

### **Additional Personal Score Reports**

If you originally provided your correct address information but have not received your personal Score Report six weeks after the date you tested or if you receive a damaged personal Score Report, Pearson will replace it at no cost to you. The replacement personal Score Report will not list any score recipients.

The personal Score Report request form is available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Request a Transcript.” Written requests for a replacement personal Score Report must be received by Pearson no later than eight weeks after your test date. Any requests for replacement personal Score Reports received more than eight weeks after your test date must include the Transcript Fee for each replacement personal Score Report requested. Only the most recent MAT score earned within the previous five years will be reported on a personal Score Report.

### **Additional Official Transcripts**

If a designated score recipient has not received an Official Transcript six weeks after the date you tested, Pearson will provide a replacement Official Transcript at no cost to you, only if you specified the proper score recipient code (or wrote in the correct address information for a school without a code) when you took the MAT. If you did not enter the proper recipient at the time of testing, you will be required to submit an Official Transcript Request Form (which is included with your personal Score Report and available at the MAT website) along with the Transcript Fee per Official Transcript requested.

For MAT tests taken within the last five years, you may have Official Transcripts of your MAT scores sent to additional score recipients. Scores more than five years old will not be reported nor will results for any test for which you selected the No Score Option at the time of testing.

For additional reports, use the Transcript Request Form that you receive with your personal Score Report or download one from [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Request a Transcript.” A list of recipient schools is available at the MAT website. Only requests submitted in writing will be accepted.

Approximately 10–15 business days after receiving your request, Pearson will send by first class mail an Official Transcript to your designated score recipient.

If a score recipient does not receive the additional Official Transcript within six weeks of the date your request was received, Pearson will provide a replacement at no cost to you, only if you specified the proper recipient school code or the correct address information when you submitted your letter of request.

*Pearson is not responsible for delayed, lost, or misdirected mail, and is not responsible for any claims or damages resulting from the delayed transmission of test scores for any reason whatsoever.*

## **Requesting Your Score be Verified**

After you receive your personal Score Report, you may request that your score be verified by manually checking your item responses and recalculating your score. The scoring methods used by Pearson are highly reliable and accurate, and rarely does rescoring produce a change in a score. However, in the event that rescoring results in a change to your score, you will be reimbursed for the Score Verification Fee payment, you will receive a corrected personal Score Report, and corrected Official Transcripts will be sent to any institutions you had requested.

Requests must be received within 60 days of your test date. If received 60 days or more after your test date, the request for score verification will not be processed and your payment will be returned to you.