

PCAT Fees and Special Services

- Online (See the section “Applying Online” for complete payment information.)
- Paper Registration Form (See the section “Submitting a Paper Registration Form” for complete payment information.)
- All PCAT fee payments are deposited immediately upon receipt.
- Deposit of fee payments does not guarantee that you will be admitted to the test.
- If registration does not meet the requirements in the most recent version of the CIB and on the PCAT website, your registration may be canceled.
- All PCAT fees are subject to change without notice.

Registration Fee: \$125.00

- Allows you to register online or via paper Registration Form
- Allows you to take the test as long as all requirements and deadlines are met
- Includes 1 personal Score Report sent to you
- Includes Official Transcripts sent to 3 schools that you specify at registration
- If you do not designate all 3 schools or you wish to change your schools after you submit your registration, you **MUST** pay the Additional Transcript Fee for each change.
- You **CANNOT** change your Test Center Location after you submit your registration.

Fees for Optional Services

- All Optional fees are in addition to the Registration Fee.
- All Optional fees will only be accepted if all requirements and deadlines are met.
- **Paper Registration Form Fee: \$35.00**
Refer to the section “Submitting a Paper Registration Form” in this booklet.
- **Late Online Registration Fee: \$49.00 (for online registration only)**

- **Special Testing Location Fee: \$189.00 (non-refundable) + \$271.00 administrative fees if outside the United States, Canada, or Puerto Rico.**
 1. You must live 150 miles from a scheduled Test Center.
 2. Harcourt Assessment must receive your written request with the following information:
 - a. A completed registration and the Registration Fee payment
 - b. Special Testing Location Fee payment
 - c. A written explanation to Harcourt Assessment
 - d. For locations other than the United States, Canada, or Puerto Rico—the name, country, telephone number, and email address of the university and a contact name, if possible. An **additional administrative fee will be required** with correct fee payment by the appropriate deadline.
 3. If using online registration, you must submit your request at the time of registering online.
 4. If submitting a paper Registration Form, you must submit your request via mail.
 5. Call PSE Customer Relations if you need to test in a country other than U.S., Canada, or Puerto Rico. An additional administrative fee will be required.

Although Harcourt Assessment cannot guarantee that the PCAT will be administered at the testing location you prefer, every attempt will be made to have it administered at your preferred location or within 75 miles of the address at which you will be residing on the test date for which you are applying. **No arrangements for a Special Testing Location will be made unless your registration, written request, and the entire fee payment have been received by the Special Registration Deadline.**

- **Additional Official Transcript Fee: \$20.00 each**

You must pay the Additional Transcript Fee for each Official Transcript recipient request made after you submit your registration. If you choose not to designate three score recipients when you register or modify your previous selections, you **must** pay the Additional Transcript Fee for each request made.

- **Duplicate Personal Score Report Fee: \$20.00 each**

There is a fee for each additional personal Score Report requested. Please refer to the section “Requesting Duplicate Personal Score Reports and Official Transcripts” in this booklet.

- **Handscoring Fee (for the five multiple-choice subtests): \$35.00 each request**

Refer to the section “Verifying Your Scores by Rescoring” in this booklet.

- **Rescore Fee (for the Writing subtest): \$50.00 (non-refundable)**

Refer to the section “Verifying Your Scores by Rescoring” in this booklet.

- **Online Practice Test Fee: \$21.00 (non-refundable)**

Refer to the section “Online Practice Tests” in this booklet.

Non-Saturday Administrations

- For candidates whose religious convictions prohibit them from testing on a Saturday, a special testing date following the scheduled test date may be arranged.
 1. Generally given on the Sunday or Monday immediately following the Saturday national test date
 2. No additional fee
- Please refer to the back cover of this booklet for deadlines.
- At the time of registration (either online or with a paper Registration Form), you must indicate your need for a special arrangement, BUT your actual request **must** be made in writing, submitted by mail, and received at Harcourt Assessment by the Special Registration Deadline and include the following:
 1. A cover letter specifying that a Non-Saturday Administration is needed
 2. A letter on letterhead from your rabbi, pastor, or religious leader in support of your request for a Non-Saturday Administration
- If registering online, you must mail all required documents to the appropriate address listed on the **inside front cover** of this booklet.
- If registering via paper registration, you must mail all required documents to the appropriate address listed on the inside front cover of this booklet along with the completed paper Registration Form.

Accommodations for Candidates with Disabilities

Harcourt Assessment provides testing accommodations for candidates with disabilities in accordance with the Americans with Disabilities Act (ADA). Any individual who has a physical impairment or limitation described as a disability under the ADA may request special testing arrangements.

Requests for accommodations for candidates with disabilities **must** be received by Harcourt Assessment by the Special Registration Deadlines as indicated on the back cover of this booklet. There is no additional charge for special accommodations for candidates with disabilities.

At the time of registration (either online or with a paper Registration Form), you will indicate your need for a special arrangement, but your actual request for special accommodations must be made in writing and submitted by mail. Your written request **must** include a completed Accommodations Request Form and a current letter from an appropriate professional authority describing the nature of your functional limitation that applies to taking a test and the specific accommodations you will need for testing. Your request will be reviewed by Harcourt Assessment, and you will be notified whether your request for special accommodations has been approved. If your request is denied, you may appeal the decision by following the procedure described on the PCAT website. The Test Center will be notified of the accommodations that you require and will provide them appropriately.

Please refer to the PCAT website for a printable Accommodations Request Form and for complete information concerning how to request special accommodations. If you have any questions after referring to the information on the PCAT website, please email or call PSE Customer Relations.

Additional Documentation

Additional documentation may be required if a candidate does not provide sufficient documentation or requests changes to accommodations initially requested. In order to process a request for an accommodation, the additional information must be received by Harcourt Assessment at least thirty (30) business days before the scheduled examination date.

Appeal of Decisions

If a candidate's requested accommodations are denied or modified and he or she wishes to appeal this determination, the candidate may do so by contacting Harcourt Assessment's ADA Coordinator in writing at PSE Customer Relations, 19500 Bulverde Rd., San Antonio, Texas 78259, and requesting an appeal of Harcourt Assessment's decision within seven (7) business days of the receipt of the decision. Within twelve (12) business days of Harcourt Assessment's receipt of the candidate's notice of appeal, Harcourt Assessment's ADA Coordinator, General Counsel, and any experts and consultants that Harcourt Assessment may deem appropriate and necessary, will hear the appeal and you will be notified of the decision.

Canceling Your Registration

- You may be able to receive a partial refund if your request for cancellation is **RECEIVED** before the Registration Cancellation Deadline for the appropriate test date.
- Refer to the back cover of this booklet for deadlines.
- **Cancellations received after the posted deadline will not be eligible for any refund.**

- If the refund requirements are met, then within 6 to 8 weeks of receipt of your request, you will get:
 1. Half of your Registration Fee
 2. 80% of any additional Official Transcript fees paid at time of registration
 3. The remainder of your fee will be retained by Harcourt Assessment as a processing fee
- **Fee payments may NOT be applied to future test dates.**
- **Fees for Special Testing Locations are not refunded under any circumstances.**
- If you registered online, you must cancel your registration online:
 1. You will need the 3 digit security code on the back of your credit card.
 2. If you lose your card or it is replaced after you register, you must go to www.PCATweb.info to print the form needed to process your cancellation.
 3. Instructions are provided online for requesting a cancellation and filling out the form.
- If you registered via the paper Registration Form, you must cancel your registration by writing to Harcourt Assessment and including the following:
 1. Your name, mailing address, email address, daytime telephone number, and Social Security number (or Social Insurance number, if Canadian)
 2. The name of the test you are registered to take—PCAT
 3. The date you are scheduled to take the test
 4. Your signature

Mail your registration cancellation to the appropriate address shown on the **inside front cover** of this booklet.