



For official use only. Do not write inside this box.

CUST ID:

# SAT® Program 2011-12 Bulk Transmittal Form

Use this form to submit multiple registrations for a single test date. Please follow these simple steps:

1. Fill in your school and **contact information** to enable us to resolve any problems with your order. If you provide an e-mail address, we will notify you by e-mail when your order has been received and processed.
2. Select **one** test date.
3. Check and tally the registrations and fees, if applicable, that you will be enclosing.
4. Indicate how you are submitting 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.)

Registration forms must be completely filled out, including name, address, high school code, test and test date, and test center codes.

**Important:**

- Students must fill out their registration forms completely, as the forms will be processed separately, one by one. Missing information will likely cause delays in processing registration forms.
- If the order is postmarked after the regular registration deadline, each registration must include the \$26 late registration fee. Registrations received after the late registration deadline may be returned unprocessed.
- Since you are submitting registrations on behalf of your students, **you are responsible for all fees for all services** indicated on each student's registration form. **Please check each form carefully.**

**Mail this form with registrations and payment(s) to:**

College Board SAT Program  
Attn: SAT Bulk Processing  
901 South 42nd Street  
Mount Vernon, IL 62864

**School and Contact Information** *(please print)*

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

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

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

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

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

E-mail Address: \_\_\_\_\_

*(We will only contact you if we have questions about your order.)*

**Test Date**

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

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Oct. 1, 2011 | <input type="checkbox"/> Dec. 3, 2011  | <input type="checkbox"/> March 10, 2012 (domestic only) |
| <input type="checkbox"/> Nov. 5, 2011 | <input type="checkbox"/> Jan. 28, 2012 | <input type="checkbox"/> May 5, 2012                    |
|                                       |  | <input type="checkbox"/> June 2, 2012                   |

**Terms and Conditions**

The bulk transmittal of registration forms does not guarantee that students will be assigned to the test centers they designated in Item 10 on the registration forms. Students are assigned to centers on a first-come, first-served basis. Schools are urged to submit registration forms at least two weeks before the regular registration deadline. See the back cover of *The Paper Registration Guide for the SAT® and SAT Subject Tests™*, Revised for 2011-12.

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. The College Board reserves the right to 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

Mark an "X" next to your method of payment, and give any necessary additional information:

### A: School is submitting multiple student payments:

\_\_\_\_\_ Single student payments are enclosed with each corresponding registration form, or a credit card number is included in Item 16 of the form. A fee-waiver code may be submitted as payment; the 12-digit code must be included in Item 19 of the form, and the card must be completely filled out. Fee waivers cannot be used after the regular deadline, except for the October test. **Note:** If any form is received without payment or with insufficient payment, it will be returned to the student unprocessed.

**Number of registration forms enclosed:** \_\_\_\_\_

### B: School is submitting one payment on behalf of all students:

The school, as the responsible party, will receive any credits and/or debits related to this order.

\_\_\_\_\_ I have enclosed a single payment by (select one):

One check or money order, made payable to **The College Board**

Purchase order # \_\_\_\_\_, enclosed

Credit card:  Visa  MasterCard  American Express  Discover

*For credit cards, fill out information below:*

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

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

Signature of Cardholder: \_\_\_\_\_

(required for credit card payments)

## Tally of Tests and Fees

**Note:** Students must order publications separately.

Test and Services	How many	Fee	Total	Do not write in this column
SAT tests (per student)		× \$49.00	=\$	
SAT Subject Tests Basic Fee (per student)		× \$22.00	=\$	
Subject Tests (other than listening) (per test)		× \$11.00	=\$	
Language Tests with Listening (per test)		× \$22.00	=\$	
		<b>Subtotal:</b>	=\$	
Additional Score Reports		× \$10.50	=\$	
Question-and-Answer Service (QAS)*		× \$18.00	=\$	
Student Answer Service (SAS)*		× \$13.50	=\$	
Late Registration Fee (per student)		× \$26.00	=\$	
International Surcharge (per student)		× \$29.00	=\$	
Security Surcharge (per student in India/Pakistan)		× \$24.00	=\$	
		<b>Subtotal:</b>	=\$	
International Taxes (if any)			=\$	
		<b>TOTAL:</b>	=\$	

\* Available dates for QAS and SAS are listed in Item 18 on the registration form.

## 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 2011-12.
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 Paper Registration Guide for the SAT and SAT Subject Tests*. 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. International registrations received after the published regular deadlines will not be processed and are subject to return per normal College Board procedures. Domestic registrations postmarked after the published late deadlines will not be processed and are subject to return 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's SAT Program 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 test-takers. Fees are not refundable.
  - 3.2. Test-type, test-date or test-center changes and standby registrations are not covered by this Agreement, and the student assumes responsibility for any applicable fees.
  - 3.3. Only students who submit payment individually may order publications offered on the paper registration form.
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.