

TEST REGISTRATION FEE REIMBURSEMENT POLICY

UCI California Teach Science-Math Initiative

2008-2009

All students who wish to have their CBEST and CSET registration fees reimbursed by the UCI California Teach Science-Math Initiative must meet the eligibility requirements and complete the following steps.

Eligibility Requirements:

- Complete and pass “Introduction to Science & Math Teaching” (Physical Sciences 5 OR Biological Sciences 14) – **CBEST Only**
- Complete and pass “Middle School Science & Math Teaching” (Physical Sciences 105 OR Biological Sciences 101) – **CSET and CBEST**

By seeking a Test Registration Fee Reimbursement, I **AGREE** to the following (by initialing):

_____ Attend an advising session with your Cal Teach Advisor at least 2 weeks prior to your CBEST or CSET exam(s).

_____ Attend at least 2 Cal Teach sponsored workshops (reimbursement will not be processed until the second workshop is completed) during the academic year.

YOU must provide the following documentation to your Cal Teach Advisor by the deadlines posted below:

- Proof of payment (copy of credit statement, in the student’s name, with the charge circled OR registration confirmation sent by ETS).
- Copy of CBEST or CSET score report, unofficial score sent by ETS is acceptable.

REIMBURSEMENT Deadline(s):

Test Type	Test Date	Documentation Due Date
CBEST	August 9 th	Monday, December 15 th By 5:00pm
CSET	September 13 th	
CBEST	October 4 th	
CSET	November 1 st	
CBEST	December 6 th	Monday, March 23 rd By 5:00pm
CSET	January 10 th	
CBEST	February 7 th	
CSET	March 14 th	Monday, June 15 th By 5:00pm
CBEST	April 18 th	
CSET	May 16 th	
CBEST	June 13 th	REIMBURSEMENTS CONTINGENT ON FUNDING
CSET	July 18 th	

** Students who have completed their CBEST & CSET prior to the 08-09 academic year that wish to be reimbursed for their registration fees must submit all required documentation by **Friday, November 14th**. Students must also arrange and attend an advising session with their Cal Teach Advisor.

Student Signature

Date

Advisor Signature

Date

PRINT NAME - STUDENT

Reimbursements will be processed quarterly.