



TOEFL® Prepaid Voucher Service

ETS offers the TOEFL Prepaid Voucher Service for organizations that wish to pay TOEFL test fees on behalf of their students or to provide local registration services. The Service is available in all areas where the *TOEFL iBT®* and *TOEFL® Essentials™* tests are offered.

Voucher Service Details

You may distribute the TOEFL Prepaid Vouchers to students for whom you want to pay partial or full test fees or to provide local registration services.

- The following vouchers can be purchased: 50% of the test fee or 100% of the test fee. Test takers who receive partial test fee vouchers will be required to pay the remainder of the test fee when they register to test.
- Vouchers are valid only within a specific country. You can order vouchers for different countries in a single order.
- Information about test fees is available at www.ets.org/toefl. Test fees are subject to change without notice.
- All vouchers are redeemable for up to one year from date of issue.
- Refunds will not be issued for unused or expired vouchers or for test takers absent from their test appointments.
- If you are purchasing vouchers to provide local registration services, you will be responsible for any refunds due to a test taker if a test taker cancels their test during the refund eligibility period.

Ordering TOEFL Prepaid Vouchers

- Complete, sign and return a copy of the attached TOEFL Prepaid Voucher Order Form with payment via email, fax or mail to the address provided on the form.
- For most jurisdictions, test and test-related fees are inclusive of any sales, use, valued-added or similar taxes. In jurisdictions where the customer is required to account for any local taxes due, the price remitted to ETS excludes those taxes. In those circumstances, it is the sole responsibility of the customer to pay those taxes to the local tax authority. ETS is not responsible or liable for collecting and remitting those taxes on the customer's behalf.
- In the jurisdictions* below, test and test-related fees are exclusive of any sales, use, value-added or similar taxes, which will be added to the order when it is placed. If your institution or organization is tax exempt or has a VAT ID, you must provide the appropriate tax-exempt document (U.S. orders only) or VAT registration document with your order. No refunds will be issued for the tax paid on an order after the order is submitted.
*Australia, Canada, Colombia, Nigeria, Turkey, United States, Vietnam, and Singapore (effective January 1, 2023)
- ETS will send the vouchers purchased electronically to the email address you indicated on the form.



TOEFL Prepaid Voucher Order Form

Please complete, sign and return this form with payment information to ETS. Note that orders containing credit card information must be sent to the confidential fax number below.

Email: ibtvoucher@ets.org **Fax:** 1-973-735-1903 **Mail:** TOEFL iBT Voucher Service, ETS, P.O. Box 6156
Princeton, NJ 08541, USA

Test (TOEFL iBT or TOEFL Essentials)	Country (Indicate country where the test will be taken.)	Test Fee	Number of 50% Vouchers	Number of 100% Vouchers

If you are a TOEFL score recipient, please provide your score recipient code _____

Send Vouchers To:

Name _____ Title _____

Institution _____

Address _____

Email _____ Phone _____

Billing Information:

Name _____ Title _____

Institution _____

Address _____

Email _____ VAT ID _____

Payment Information:

Purchase Order or Credit/Debit Number _____

American Express® Diners Club International® Discover® JCB® MasterCard® RuPay® Union Pay® Visa®

Name on Card _____ Expiration _____

Signature _____ Date _____