



When to Submit a Test Use Agreement Refund

- ❑ You chose not to agree with the terms of a Print-Based or Online Examination.



How to Submit a Test Use Agreement Refund Form

- ❑ Go to www.ServSafe.com. Click on "Certification Support."
- ❑ Under the header "ServSafe Food Safety Class and Exam Administration" click "How do I obtain a refund from not accepting the Test Use Agreement."
- ❑ Click on "Test Use Agreement Refund Form" to download or print the Test Use Agreement Refund Form (or call Fax on Demand at 1-800-246-0184 and request document number 145 to have the form faxed).
- ❑ For Print-Based Examinees, mail the unused answer sheet (with the Class Number and Proctor's signature across the top) and the completed Test User Agreement Refund Form to Exam Administration 175 W Jackson Blvd. Ste 1500 Chicago, IL 60604. (866-665-9570 or 312-583-9853)
- ❑ For Online Examinees, fax the Test Use Agreement Refund (along with the Seat Registration Number, Class Number and Proctor's signature) to Exam Administration at 866-665-9570 or 312-583-9853
- ❑ Please Note, Used Answer Sheets and Redeemed Seat Registration Numbers are not available for refunds.