

DANTES EXAMS REIMBURSEMENT REQUEST FORM

DANTES 1560/50 (Oct-14)

Reimbursement is not authorized without a copy of the “OFFICIAL” Score Report

SECTION I: Applicant Information

1. Name (Last, First, M.I.):

2. Mailing address (U.S. P.O. Box not acceptable/must be valid for 90 days):

(city)
(zip code)

(state)

3. Commercial home phone:

4. Rank:

5. SSN:

6. DOB (MM/DD/YY):

7. Command:

8. If Active Duty (choose one):

9. If National Guard/Reserve (choose one):

SECTION II: Examination Information

1. Date administered (MM/DD/YY):

2. Taken at: City:

State/County:

3. Test fee (one administration only): \$

Note: Expenses such as rescheduling, cancellation, late arrival, or forfeiture fees, credit card interest, or travel expenses are not reimbursable.

4. The completed reimbursement package must include a legible copy of the “OFFICIAL” Score Report and receipt for test fee payment.

SECTION III: Examinee Certification

Examinee (electronically sign using CAC ID certificate)

- I agree to seek reimbursement within 90 days of the test date.
- I certify my current Geneva Conventions “Uniformed Services” CAC Identification Card will not expire before I take the exam.

Signature:

Date (MM/DD/YY):

Commercial duty phone:

Email:

SECTION IV: Reimbursement Process

1. Regardless of form of payment used, reimbursement of the test fee will be distributed into your military pay bank account*.

*Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I.

2. Submit completed form and attachments listed in SECTION II, to:

DANTES
ATTN: Code 20C3
6490 Saufley Field Road
Pensacola, FL 32509-5243

Funding Information

DANTES reimburses eligible Service members the test administration fee for the following exams when meeting a Service or education requirement;

- GRE revised General: [1] per lifetime
- GRE Subject: [1] per lifetime
- GMAT: [1] per lifetime
- Praxis Series:
 - Praxis I (complete or partial battery): [1] per lifetime
 - Praxis II: Test Structure & Content (or)
 - Principles of Learning & Teaching (PLT): [1] per lifetime

Retests of the GRE revised General, GRE Subject, GMAT and Praxis Series exams are not funded or reimbursed by DANTES. Registration, application, cancellation and all other fees are not funded or reimbursed by DANTES.

Reimbursement Instructions

Submit SEPARATE FORMS for each program with official score report(s) to the address in SECTION IV, within 90 days of the test date.

- Official GRE revised General Score Report is available online approximately 10-15 days after testing, 6 weeks for GRE Subject. Visit www.ets.org
- Official GMAT Score Report is available online approximately 20 calendar days after testing. Visit www.mba.com
- Official Praxis Score Report is available online approximately 2-3 weeks after testing. Visit www.ets.org

Expect reimbursement to your military pay bank account approximately 6 weeks AFTER receipt by DANTES.

- Reimbursement action will not be reflected on your L.E.S.
- Verify receipt with a bank representative prior to contacting DANTES.
- Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I.

Data Required by the Privacy Act of 1974 (5 U.S.C. 55a) Authority: 5 U.S.C. 301)

Note: This Privacy Act Statement applies to all information on this form

- PURPOSE:** To authorize reimbursement of the GRE General, GRE Subject, GMAT and Praxis exams administered at National Test Centers.
- ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual’s record.
- MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. **Failure to provide all information** listed on the form will complicate, delay, or possibly prevent the administrative actions necessary for reimbursement.

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Available at: www.dantes.doded.mil