

◆GRE GENERAL ◆REIMBURSEMENT REQUEST

DANTES Form 1560/49

(Revised Dec 09: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the "**OFFICIAL**" GRE Report of Scores

SECTION I: Applicant Information

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

2. **Mailing address:** (print)

_____ (city) _____ (state)

(zip code) _____

3. **CML home phone:** () _____

4. **Rank:** _____

5. **SSN:** - - -

6. **DOB:** (MM/DD/YY) _____

7. **Unit assignment:** _____

8. **If Active Duty:** (choose only one)

- Army Navy Air Force
- Marine Corps Coast Guard

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

- Guard** Army Air Guard
- Reserve** Army Air Force
- Navy Marine Corps
- Coast Guard

SECTION II: Reimbursement Process

1. **Credit card:**

Only the account the GRE General test fee was charged to will be credited. Please check one of the following:

- Master Card Visa American Express

Credit card number: _____ - _____ - _____

Expiration date (Month/Year): _____ / _____

2. **Check or voucher:**

If you paid the GRE General test fee by voucher or check, you will be reimbursed via check from Thomson Prometric. The address in Section I: Block 2 must be valid for 90 days.

Submit completed form with a copy of the "OFFICIAL" GRE Report of Scores to:

Prometric
1260 Energy Lane
ST. Paul, MN 55108

IMPORTANT

Read the *Privacy Act Statement* on the instructions included with this form

SECTION III: Examination Information

1. **May be used for the GRE General exam only.**

2. **Date administered:** (MM/DD/YY) _____

3. **Tested at:** City: _____ State/Country: _____

4. **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.

5. **Attach a legible copy of the "OFFICIAL" GRE Report of Scores.**

SECTION IV: Information Certification

Examinee:

- I agree to seek reimbursement within 90 days of the GRE General test date.
- I certify this is my first DANTES-funded GRE General administration and understand this includes paper-based administrations previously offered at DANTES Test Centers or computer-based versions of the exam.
- I further certify my current "**Geneva Conventions**" Identification Card will not expire before I take the GRE General exam.

Signature: _____

Date: (MM/DD/YY) _____

CML duty phone: _____

CANNOT be certified by Prometric Test Center personnel

DANTES Official Only:

- **I certify that I am the DANTES Test Control Officer (TCO) or Alternate TCO.**
- I have verified that the above Service member has a current "**Geneva Conventions**" Identification Card and meets the GRE General eligibility requirements as stated in the *DANTES Examination Program Handbook*.

Print name: _____

Signature: _____

Date: (MM/DD/YY) _____

CML duty phone: () _____

DANTES Test Center address:

DANTES Test Center ID Number:

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

- a. **PURPOSE:** To authorize reimbursement of the GRE General administered at national test centers.
- b. **ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual's record.
- c. **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.

Instructions for using the GRE General Reimbursement Request Form

DANTES Test Control Officer	Examinee
<p>Please refer to the <i>DANTES Examination Program Handbook</i> GRE Chapter 7, pages II-7-7 through II-7-9 for reimbursement responsibilities and instructions.</p>	<ul style="list-style-type: none"> • Contact the nearest DANTES Test Center* after receiving the OFFICIAL GRE Report of Scores (approximately 2 weeks after testing or longer for overseas administrations). • Complete each section of the GRE General Reimbursement Request DANTES Form 1560/49. • Ensure a DANTES TCO/ATCO (not PrometricTest Center personnel) completes and signs Section IV. • Submit within 90 days of taking the GRE General. <p><u>Credit Card Payment:</u> Prometric issues the credit to the examinee's credit card account</p> <ul style="list-style-type: none"> • Credit card information in Section II must be the same as the card initially charged. • Allow 2 monthly billing cycles AFTER the form is received at Prometric for the credit to appear. <p>Examinees should not inquire about the status of their reimbursement until;</p> <ul style="list-style-type: none"> • after the appropriate waiting period of 8 weeks, • and contacting their credit card company. <p>*For DANTES Test Center locations and contact information, please visit the DANTES Home page at: http://www.dantes.doded.mil/dantes_web/apps/testcenters/TestCenterLookup.asp. Only enter information in the [state] field for a complete listing.</p>

This form is no longer available through the DANTES Distribution Center. Download the printable version from the DANTES Web site at: http://www.dantes.doded.mil/dantes_web/examinations/GRE.htm.