

◆GRE GENERAL◆ REIMBURSEMENT REQUEST

DANTES Form 1560/49

(Revised July 2013: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the official "GRE Examinee Score Report"

SECTION I: Applicant Information

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

2. Mailing address (print):

(city) _____ (state) _____
(zip code) _____

3. Commercial home phone: () _____

4. Rank: _____

5. SSN: - - -

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

7. Command: _____

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: Examination Information

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

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

3. Taken at: City: _____ State/County: _____

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 Examinee Score report."

SECTION III: Examinee 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 Sites or computer-based versions of the exam.
- I further certify that my current "Geneva Conventions" Identification Card will not expire before I take the GRE General exam.

Signature: _____

Date (MM/DD/YY): _____

Commercial duty phone: () _____

Email: _____

SECTION IV: Reimbursement Process

1. Credit card:

Only the account the GRE General test fee was charged to will be credited. Please check on 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 Prometric.
- The address in Section I: Block 2 **must be valid for 90 days.**

Submit completed form with a copy of the official "GRE Examinee Score Report" to:

Prometric
7941 Corporate Drive
Nottingham, MD 21236

IMPORTANT

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

SECTION V: DANTES Official Certification

Cannot be certified by Prometric Test Center Personnel

DANTES Official Only:

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

Print name: _____

Signature: _____

Date (MM/DD/YY): _____

Commercial duty phone: () _____

DANTES Test Site address:

DANTES Test Site 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> (DEPH) GRE Chapter 7, for reimbursement responsibilities and instructions.</p>	<ul style="list-style-type: none"> Contact the nearest DANTES Test Site* after receiving the official "GRE Examinee Score report" (approximately <u>2 weeks</u> after testing or longer for overseas administrations). Complete each section of the GRE General Reimbursement Request Form 1560/49. Ensure a DANTES TCO/ATCO (not Prometric test center personnel) completes and signs Section V. Submit within 90 days of taking the GRE General. <p>Credit Card Payment: Prometric issues the credit to the examinee's credit card account.</p> <ul style="list-style-type: none"> Credit card information in Section IV 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 Control Officers and locations, email DANTES at exams@navy.mil or call (850) 452-1111 x 3245.</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/Programs/Exams_GRE.html