

# ◆GMAT◆ REIMBURSEMENT REQUEST

DANTES Form 1560/48

(Revised July 2012: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the OFFICIAL "GMAT 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 GMAT 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 "GMAT Score report."

## SECTION III: Examinee Certification

### Examinee

- I agree to seek reimbursement within 90 days of the GMAT test date.
- I certify this is my first DANTES-funded GMAT 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 GMAT exam.

Signature: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_

Commercial duty phone: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION IV: Reimbursement Process

1. Regardless of whether the GMAT test fee was charged to your credit card or paid by voucher or check at the test center, you will receive reimbursement through 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 with a copy of the official "GMAT Score Report" to:

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

## IMPORTANT

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

## SECTION V: DANTES Official Certification

### Cannot be certified by Pearson VUE 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 GMAT 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 GMAT 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 GMAT Reimbursement Request Form**

<b>DANTES Test Control Officer</b>	<b>Examinee</b>
<p>Please refer to the <i>DANTES Examination Program Handbook</i> (DEPH) GMAT Chapter 8, for reimbursement responsibilities and instructions.</p>	<ul style="list-style-type: none"><li>• Contact the nearest DANTES Test Site* after receiving the <b>official</b> "GMAT Score report" (approximately <u>2 weeks</u> after testing or longer for overseas administrations).</li><li>• Complete each section of the GMAT Reimbursement Request Form 1560/48.</li><li>• Ensure a DANTES TCO/ATCO (not Prometric test center personnel) completes and signs Section V.</li><li>• Submit within 90 days of taking the GMAT to the address in Section IV.</li><li>• Expect reimbursement to your military pay bank account in approximately 6 weeks.</li><li>• <b>Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I.</b></li></ul> <p>*For DANTES Test Control Officers and locations, email DANTES at <a href="mailto:exams@navy.mil">exams@navy.mil</a> 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://dantes.doded.mil/service-members/prep-for-college/examinations/index.html>