



DANTES-FUNDED EXAM REIMBURSEMENT

ACT / SAT EXAM

The Defense Activity for Non-Traditional Education Support (DANTES) will fund one administration of both the ACT and SAT per lifetime for service members at an on-Post Test Center. In addition, DANTES will fund up to two ACT and two SAT exams per lifetime when taken at a National Test Center with “after-the-fact” reimbursement. In both cases, service members must require the current score due to a valid service or education requirement.

Specific Exam Requirements:

ACT: The ACT test is a curriculum- and standards-based educational and career planning tool that assesses students’ academic readiness for college. The optional writing test is NOT available at on-Post Test Centers. However, it is offered at National Test Centers (off-post) on all published test dates and MUST be taken after completing the multiple-choice ACT test during the same session.

ACT’s website offers free resources for the ACT including test-taking strategies, sample test questions and other related information. Examinees can take advantage of practice tools and test preparation by visiting: www.act.org/products-and-services/test-preparation.html.

SAT: The SAT is a curriculum-based test that provides an important measure of college and career readiness. It assesses students’ critical thinking skills needed for success in college and career, based on knowledge and skills in three areas: Reading, Writing & Language and Math. The College Board website offers extensive free practice resources for the new SAT, including official SAT test questions and other related information. Visit <http://sat.org/practice>. Also, a new, free practice app – **Daily SAT Practice** – allows students to “scan and score” paper SAT practice exams, get detailed feedback right on their phone or tablet, and connect to the free Khan Academy practice resources.

Scheduling a DANTES-funded ACT or SAT exam:

- **Prior to registering for either the ACT or SAT** (DANTES-funded only, on or off-Post testing), you *must* first meet with an Army Education Counselor (sign-in at room 138 in the Education Center, Bldg 1012, Mon, Tue, Thu 0900-1530; Fri, 1300-1530). Once this is complete, you may register as follows:
 - **On-Post testing at Fort Carson:** visit the Admin Office in the Education Center (Bldg 1012, Room 138 in the Education Center, Mon - Fri, 0730-1630) or call 719-526-8072 to schedule your exam. Exams are only administered on the 3rd Thursday of every month. ACT’s are only administered in Nov, Jan, Mar, May, Jul, Aug, and Sep. SAT’s are only administered in Oct, Dec, Feb, Apr, and Jun. You are required to also take the essay portion of the SAT if testing on-Post.
 - **Off-Post testing at a National Test Center (NTC):** Visit the appropriate website (www.act.org or <http://sat.org/>) to see test dates, NTC locations, fees, and to register.
 - **In general examinees are responsible for:**
 - Paying particular attention to the rescheduling and cancellation policies of the chose exam.
 - Creating an account on the chosen exam web site to register and view scores.
 - Scheduling the respective test.
 - Paying all fees associated with registration, rescheduling, and cancellation.
- IMPORTANT: Be sure to print and retain a copy of your receipt at the time of payment when testing at a National Test Center (Off-Post) as you will need it when you file for reimbursement!**

- If eligible, completing the reimbursement process (electronic form; see below) and applying for reimbursement no later than 90 days after the scheduled test date.
 - Complying with the respective exam requirements listed above.
- **Retesting Policies at a DANTES on-Post Test Center:**
 - Retesting at a DANTES on-Post Test Center is authorized on self-pay basis when an examinee wishes to retest for any reason (e.g., to improve scores of a “current,” previously funded or unfunded administration). Retesting may also be required by a Service or education regulation, which varies with individual programs. For example:
 - Officer Accession Programs; STA-21, MECP and AECP define a “current” score as one not older than 3 years.
 - Members with a DANTES funded ACT score that meets program requirements less than 3 years old are not eligible for a DANTES funded retest of the ACT, but may be eligible for a DANTES funded SAT administration.
 - **ACT:** Examinees seeking an unfunded (self-pay) retest must wait at least 60 complete days from the last ACT administration at a DANTES test site. The on-Post retest fee is \$46.00.
 - **SAT:** Examinees seeking an unfunded (self-pay) retest at a DANTES Test Site cannot retest within the same calendar month. Examinees will be provided a different form of the SAT each time they test and must be special ordered. Examinees wishing to test more than twice in any one year will be referred to an SAT National Test Center (off-post). The on-Post retest fee is \$60.00.
 - See the “Scheduling the ACT or SAT exam” section (above) for more information.
 - **OBTAINING REIMBURSEMENT IF TESTED AT A NATIONAL TEST CENTER (OFF-POST)**

IMPORTANT: Be sure to print and retain a copy of your receipt at the time of payment – when testing at a National Test Center (Off-Post) as you will need it when you file for reimbursement!

- Once you complete the exam, after receiving notification, download and print the Official Score Report from your online account (ACT / SAT as appropriate) and retain an electronic copy for your records. ACT: www.actstudent.org; SAT: collegereadiness.collegeboard.org/sat.
- Go to www.dantes.doded.mil and select the EXAMINATIONS link at the top of the page, then select the REIMBURSEMENT ELIGIBILITY link. Scroll down and select the ELECTRONIC REIMBURSEMENT FORM link, follow the directions; you must use your CAC to sign the form. Be sure to upload the copy of your Official Score Report and Payment Receipt as indicated.
- **IMPORTANT:** It is your responsibility to complete the online form and upload a copy of the required documents no later than 90 days after the scheduled test date.
- We strongly suggest you retain a copy of all the completed forms and documents submitted. All reimbursements will be made to your DFAS military pay bank account regardless of how you paid. If after 3 weeks you have not seen reimbursement, contact the office indicated on the reimbursement form.