TESTING CENTER REIMBURSEMENT FORM

Each participating test center in the **2017-2018 Field Test** exams will receive $10 per examinee tested (on both *reading* and *listening* sections of the exam). In order to process respective refunds, please complete and submit this form to your assigned Field Test coordinator or email [fieldtesting@americancouncils.org](mailto:fieldtesting@americancouncils.org) \***no later than\*** four weeks from the date of the administration.

Unfortunately, any forms received after the applicable deadline **\*will not\*** be processed.

# Reimbursement Policy:

The registered Test Center will be issued a check in the amount of $10 per examinee (tested on site on both sections of the exam).This refund is provided to the Testing Center for the services and equipment they supply on the day of the administration. Completion of a single section will not qualify for a refund.

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# Payment Information:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Test Center Name:** |  | | | | | | |
| **Enrolled School Name:** |  | | | | | | |
| **Payable To:**  **(Test Center Name)** |  | | | | | | |
| **Address:** |  | | | | | | |
| **City:** |  | **State:** | |  | **Zip:** | |  |
| **Country:** |  | | | | | | |
| **Email:** |  | | | | | | |
| **Telephone** |  | | **# of Examinees Tested:** | | |  | |

**\***American Councils employees are exempt from this refund.