



**Test Use Agreement Refund Form**

Refunds are issued within 4-6 weeks of receipt.

All requests must submit this form and the required documentation listed below to:

National Restaurant Association Educational Foundation  
Attn: Exam Administration Department  
175 W Jackson Boulevard, Suite 1500, Chicago, IL 60604-2814  
Or  
Fax to 866-665-9570 toll free or 312-583-9853 local direct (for Online Examinees only)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Print-Based Examinees:** Must include the unused answer sheet with this completed form. The answer sheet should have the Class Number written across the top and include the Proctor's signature to receive a refund.

**Online Examinees:** Must provide the Seat Registration Number, the Class Number and the Proctor's signature to receive a refund.

Seat Registration Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Class Number: \_\_\_\_\_

Proctor's Signature: \_\_\_\_\_

Please note, completed Answer Sheets and redeemed Seat Registration Numbers are not eligible for refund. For additional questions please contact Exam Administration at 800-765-2122 ext 703 or [certification@nraef.org](mailto:certification@nraef.org).

NRAEF Internal Use Only		
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Date Received	Date Sent to Accounting	Specialists Initials