



Request for Refund or Test Date Transfer Form

Information for Candidates

Candidates who seek to cancel their registration or transfer test dates within the five-week period prior to the test date will only receive a refund if they can satisfy to the Administrator that their ability to sit the test has been affected by illness or serious cause. Serious causes include:

- illness e.g. hospital admission, serious injury or illness (does not include minor illness such as a mild cold)
- loss or bereavement death of a close family member
- hardship/trauma victim of crime, victim of a traffic accident
- military service.

Application Process for Refunds

Candidates must lodge an application for refund no later than five working days after the test date. Candidates must complete a Request for Refund Form and attach the appropriate documentation and/or evidence. Acceptable documents may include a medical certificate from a qualified medical practitioner, a death certificate, or a police report. Statutory declarations and certificates signed by family members are not acceptable.

The Administrator will advise the candidate within one week of lodging the application whether or not their request has been approved.

Refunds – If the candidate's application is approved, the centre will refund the test fee to the candidate. However the centre may deduct an administrative fee (no more than 25% of the test fee).

Transfers – If the candidate's application is approved, candidates must select a test date within the next threemonth period and this will be approved by the Administrator depending on availability for the selected test date. There may be limited availability for test dates in the first five-week period. Candidates who wish to transfer to a test date more than three months away should apply for a refund and then re-apply for the test.

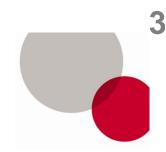




Request for Refund or Test Date Transfer Form

Personal de	tails				
Title:					
Given names:					
Surname:					
Address:				\neg	
Telephone:					
Email:					
Test date registered for:	/ /				
Request is for (tick one I	box): Refund	Date Transfer			
Centre name/number:					
Preferred new test date:	/ /				
Candidate statem	ent (to be completed l	by the candidate)			
Please detail your groun (attach extra sheet if the	nds for applying for a refun re is insufficient space).	d or a test date transfer			
Candidate signature: Date:					
Received by:	eceived by: Date:				
	Previous Request for Refu				
Registered test date	Date of prior application	Grounds for applica	tion		
		Medical	Personal	Other	
Request (please select):	APPROVED	NOT A	PPROVED		
Authorised by: (IELTS Administrator)			Da	ite:	





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Supporting documentation / evidence: Medical (This form must be accompanied by an original medical certificate.)

۱' Pr		ner Certificate (to be completed	,				
_	ate/s of consultation:	10. meate (to be completed	, p. 600				
Ca	andidate affected on	the test day (please circle appr	opriate letter):				
	totally unable to sit e		specify period				
В	-	ed but able to sit exam	specify period				
С	severely affected bu		specify period				
D	moderately affected		specify period				
Ε	slightly affected but		specify period				
F unable to assess ability to sit exam			specify period				
. and to dood domy to sit ordin		,	1				
Ca	andidate affected at	some time prior to the test day	please circle appropriate letter):				
Α	totally unable to sit e	exam	specify period				
В	B very severely affected but able to sit exam		specify period				
С	severely affected bu	t able to sit exam	specify period				
D	moderately affected	but able to sit exam	specify period				
E slightly affected but able to sit exam		able to sit exam	specify period				
F	unable to assess ab	ility to sit exam	specify period				
	actitioner's name:						
Ph	one number:						
Pr	ovider number: (if app	olicable):	Stamp:				
Się	gnature:						
		mentation / evidence: O	other (police report, military service notice, death notice). nce				

The information on this form is collected for the primary purpose of assessing your request for a refund/test date transfer. If you choose not to complete all the questions on this form, it may not be possible for the test centre to process your request.