

Request for Refund or Test Date Transfer Form Page 2

Title: _____

Given names: _____

Surname: _____

Address: _____

Telephone: _____

Email: _____

Test date registered for: / /

Request is for (tick one box): Refund Date transfer

Centre Name/Number: _____

Candidate statement (to be completed by the candidate)

Please detail your grounds for applying for a refund or a test date transfer (attach extra sheet if there is insufficient space).

Candidate signature: _____

Date: _____

Received by: _____

Date: _____

Test centre use only: Previous Request for Refunds/Transfer

Registered test date	Date of prior application	Grounds for application		
		Medical	Personal	Other

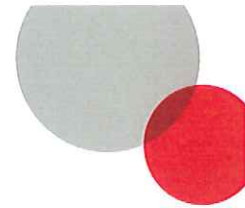
Request (please selected) APPROVED

NOT APPROVED

Authorised by: _____

Date: _____

(IELTS Administrator)



Request for Refund or Test Date Transfer Form Page 3

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

Professional Practitioner Certificate (to be completed by medical practitioner)

Date/s of consultation: _____

Candidate affected on the test day (please circle appropriate letter):

- A totally unable to sit exam specify period
- B very severely affected but able to sit exam specify period
- C severely affected but able to sit exam specify period
- D moderately affected but able to sit exam specify period
- E slightly affected but able to sit exam specify period
- F unable to assess ability to sit exam specify period

Candidate affected at some time prior to the test day (please circle appropriate letter):

- A totally unable to sit exam specify period
- B very severely affected but able to sit exam specify period
- C severely affected but able to sit exam specify period
- D moderately affected but able to sit exam specify period
- E slightly affected but able to sit exam specify period
- F unable to assess ability to sit exam specify period

Remarks: nature of illness and other relevant information (with reference to the candidate's capacity to sit an exam) which will assist in any assessment of this application for special consideration.

Practitioner's Name:

Address: Stamp

Phone number:

Signature: Date:

Supporting documentation / evidence: Other (police report, military service notice, death notice). Please specify and attach relevant documentation/evidence

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.