

## Request for Refund or Test Date Transfer Form

### Information for Candidates

- a. Any candidates who wish to reschedule or cancel the test must do so **5 weeks before the exam date**. No requests will be entertained after that deadline.
- b. In the case of rescheduling the candidate will only be allotted a new seat and date upon availability.
- c. In the case of cancellation the candidate will be refunded 75% of the exam fee.
- d. Candidates are required to pay administration fees of **NPR 3850** both in case of refund and test date transfer.

### Application Process for Refunds/Test Date Transfer

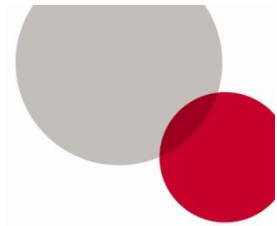
Candidates must complete a Request for Refund Form /Transfer Form and attach the appropriate documentation and/or evidence. Statutory declarations and certificates signed by family members are not acceptable.

The Administrator will advise the candidate within two weeks 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 will deduct an administrative fee which is 25% of the test fee.

If the refund is approved and candidate wishes someone else to collect refund amount, then he/she can authorize someone to collect the refund amount on his/her behalf with a signed authorization letter giving this person's name and ID number and the person must carry the mentioned ID while collecting.

**Transfers** – Test date transfer is subject to availability.



## Request for Refund or Test Date Transfer Form

Personal details

Case Number:

Title:

Given name:

Surname:

Address:

Telephone:

Email:

IELTS reference number

Passport number:

Test date registered for: / /

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

Centre name/number:

Preferred new test date: / /

### 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:** Request for Refunds/Transfer

Case Number:

Registered test date (dd/mm/yy)	Date of prior application (dd/mm/yy)	Grounds for application		
		Medical	Personal	Other

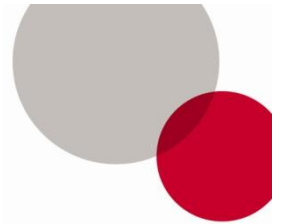
Request (please select): **APPROVED**

**NOT APPROVED**

Authorised by: (IELTS Administrator)

Date:

Comments



## Request for Refund or Test Date Transfer Form

**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:

Phone number:

Provider number: (if applicable):

Stamp:

Signature:

**Supporting documentation / evidence: Other** (police report, military service notice, death notice).

Please specify and attach relevant documentation/evidence

*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.*