



## Request for Refund or Test Date Transfer Form

### Personal details

Title:

Given names:

Surname:

Address:

Telephone:

Email:

Test date registered for:  /  /

Request is for (tick one box): Refund  Test 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: Previous Request for Refunds/Transfer

| Registered test date | Date of prior application | Grounds for application |                      |                      |
|----------------------|---------------------------|-------------------------|----------------------|----------------------|
|                      |                           | Medical                 | Personal             | Other                |
| <input type="text"/> | <input type="text"/>      | <input type="text"/>    | <input type="text"/> | <input type="text"/> |

Request (please select): APPROVED  NOT APPROVED

Authorised by: (IELTS Administrator)  Date:



## 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):

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

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

- |  |                |
|--|----------------|
| <b>A</b> totally unable to sit exam                  | specify period |
| <b>B</b> very severely affected but able to sit exam | specify period |
| <b>C</b> severely affected but able to sit exam      | specify period |
| <b>D</b> moderately affected but able to sit exam    | specify period |
| <b>E</b> slightly affected but able to sit exam      | specify period |
| <b>F</b> 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**