



# Request for Refund or Test Date Transfer Form

## PERSONAL DETAILS

ID DOCUMENT #:			
GIVEN NAMES:		SURNAME:	
ADDRESS:			
TELEPHONE:		EMAIL:	

## Change requested:

Request is for (check one box):  REFUND  TEST DATE TRANSFER

CENTRE NAME / NUMBER: \_\_\_\_\_

TEST DATE REGISTERED FOR: \_\_\_\_\_

MODULE REGISTERED FOR:  ACADEMIC  GENERAL TRAINING

### Please select the test that you registered for:

IELTS (Paper Based)  Computer-delivered IELTS  
 IELTS for UKVI (Paper Based)  IELTS for UKVI (Academic) (Computer-delivered)

PREFERRED NEW TEST DATE: \_\_\_\_\_

PREFERRED NEW MODULE:  ACADEMIC  GENERAL TRAINING

### Please select the test that you wish to transfer to:

IELTS (Paper Based)  Computer-delivered IELTS  
 IELTS for UKVI (Paper Based)  IELTS for UKVI (Academic) (Computer-delivered)

## Test taker statement (to be completed by the test taker)

Please detail your reasons for applying for a refund or a test date transfer.

**In case of medical reasons, this form must be accompanied by an original medical certificate issued by a professional medical practitioner.**  
 The medical certificate must include the nature of the illness and other relevant information (with reference to your capacity to sit an exam) which will assist in any assessment of this application for special consideration.  
 For other reasons, please attach relevant documentation/evidence (police report, military service notice, death notice).  
 (Attach an extra sheet if there is insufficient space.)

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.

TEST TAKER SIGNATURE:		DATE:	
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## TEST CENTRE USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Request (please select):  APPROVED  NOT APPROVED

AUTHORISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(IELTS ADMINISTRATOR)



# Test Transfer Fee

Return to: info@ilacielts.com



Candidate First Name:

Candidate Last Name:

E-mail:

## ILAC IELTS Test Transfer Fee

For requesting changes to your IELTS test, including test date or module type

	Price	Quantity	Total
<b>Transfer fee</b>			
<b>Total</b>			

Card Holder's First Name:

Card Holder's Last Name:

Card Holder's Address + Postal Code:

Credit Card:

**MasterCard**

**Visa**

Credit Card Number:

Expiry Date:

**I authorize ILAC to charge**

**to the above credit card.**

CVV:

Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Office Use Only

Receipt No.:

Date:

Administrator: