

# Transfer, Cancellation & Refund Application Form

## IELTS on Paper/ IELTS on Computer

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Applicable to candidates appearing at IDP IELTS Australia: Test Centre IDP Education India Pvt. Ltd. The application must be supported by adequate and required supporting documents/ evidence, without which the application will not be considered. The decision of the centre will be final and binding on the candidate.

### Request for Transfer of Test Date:

All applications for Test Date transfer must be sent to the Centre using the Test Date Transfer & Cancellation/ Refund Application Form. The request for transferring a test date (i.e., postponement or preponement) to another date must be made to the Centre at least nine (9) days prior to the original test date. The allocation of the next test date will be at the sole discretion of the Centre and subject to availability. Please refer below table for applicable test date transfer fee:

Test Type	Transfer fee (25%)
IELTS on Paper / Computer	INR 4,750

Payment for test date transfers must be made using any one of the below mentioned options:

Payment Mode	Description
Card Swipe (Debit/Credit cards)	Facility available at all IDP branch offices across India
Unified Payments Interface (UPI)	Facility available at all IDP branch offices across India
Cash Deposit Slips	Cash deposit at HDFC or ICICI bank
Demand Draft / Pay Order "the Demand Draft / Pay Order"	Order must be made from a nationalized/scheduled bank and drawn in favor of "IDP Education India Private Limited" payable at New Delhi

### Request for Cancellation & Refund:

All applications for cancellation and refund must be sent to the Centre using the Test Date Transfer & Cancellation/ Refund Application Form. If the application for cancellation is received 9 days prior to the test date, 25% of the test fee will be charged and the balance of IELTS test fees inclusive of all taxes will be refunded to the candidate within 7 to 10 working days from the date of application. Please refer below table for applicable administrative fee:

Test Type	Cancellation fee (25%)
IELTS on Paper / Computer	INR 4,750

**Note:** "In the case of a minor test taker, if a valid identity document of the parent or lawful guardian, as the case may be, is not received by IDP India on or before the test day, the Test Taker will not be permitted to appear for the test. In such instances, 75% of the test fee will be refunded."

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## IELTS Test Transfer Application Form

### Registration Details:

Passport Number:

Candidate's Name:

Test Date (DDMMYYYY):

Test City:

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### Transfer Reason (please ✓ the option):

- Medical Reason
- Bereavement
- Passport Renewal
- Others  
(please specify)

### Transfer Preference:

Preferred New test Date: 1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

Test City:

Test Module:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## IELTS Test Cancellation Application Form

### Registration Details:

Passport Number:

Candidate's Name:

Test Date (DDMMYYYY):

Test City:

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### Cancellation Reason (please ✓ the option):

Medical Reason

Bereavement

Passport Renewal

Others

(please specify)

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Please submit a cancelled cheque along with the Cancellation / Refund Application Request Form, if the payment was not made online.

Bank Name:

Bank Account Number:

Bank IFSC Code:

Bank Branch Address:

Signature \_\_\_\_\_

Date \_\_\_\_\_