

## Transfer, Cancellation & Refund Application Form

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 center will be final and binding on the candidate.

### Request for Transfer of Test Date :

A request using the Test Date Transfer & Cancellation/Refund Application Form 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                                | Fees      |
|--|-----------|
| Paper Based / IELTS on Computer          | INR 4,250 |
| Paper Based / IELTS on Computer for UKVI | INR 4,300 |
| IELTS for Life Skills                    | INR 4,000 |

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  |
| 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 nine (9) days prior to the test date. The balance of IELTS test fees inclusive of all taxes will be refunded to the candidate within seven (7) to ten (10) working days from the date of application. Requests received less than nine (9) days prior to the test date will not be accepted and no refund will be given to the candidate. Please refer below table for refund amount as applicable:

| Test Type                                | Refund Amount |
|--|---------------|
| Paper Based / IELTS on Computer          | INR 12,750    |
| Paper Based / IELTS on Computer for UKVI | INR 12,900    |
| IELTS for Life Skills                    | INR 12,000    |

**Request under " Extraordinary Circumstances" - Prior to the test date :**

A request received by the Centre less than nine (9) days prior to the test date, but before the commencement of the test will be treated as a transfer. It is subject to the application fulfilling the conditions of Extraordinary Circumstances as listed below:

- Serious Illness - linked to hospital admission or other serious illness making the candidate unable to sit the test. For example, typhoid, jaundice, eye flu, infectious disease, surgery etc. Please note, ordinary viral fever, cough & cold, stomach upset etc. will not be considered.
- Serious Injury - linked to hospital admission, or injury such as fracture of the hand used for writing etc.
- Loss or bereavement - death of a close family member, hardships / trauma.
- Victim of crime.
- Victim of a traffic accident.
- Loss/Damage of Passport after applying for the test.
- Passport submitted to passport office/immigration authorities for any services, after applying for the test.

For an application to be considered under this category, the candidate must apply along with the relevant document (original or certified copy):

- Medical certificate signed by a registered medical practitioner and bearing his/her registration number.
- Hospital admission certificate and discharge summary (in case of hospitalization)
- Police report/FIR.
- Death certificate signed by a registered medical practitioner and bearing his/her registration number.
- Receipt from the passport office/immigration authorities detailing the passport number and the expected date of when the passport will be returned.

On receipt of such a request, the Centre will verify facts and make a decision to either accept or reject the application, without giving a reason. Once an application is accepted under Extraordinary Circumstances, only a transfer request will be considered, and an administrative charge will be levied.

**Disclaimer:**

The International English Language Testing System (IELTS) is designed to be one of many factors used by academic institutions, government, agencies, professional bodies and employers in determining whether a test taker can be admitted as a student or be considered for employment or for, citizenship purposes. IELTS is not designed to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race, nationality or religion, but it is not recommended to persons under 16 years of age.

British Council, IDP: IELTS Australia and Cambridge Assessment English and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

For further assistance, kindly contact us from Monday to Saturday between 09:00 am to 05:30 pm on our toll-free Number 1800 102 4544 or email us @ielts.india@idp.com

## 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)

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### 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 \_\_\_\_\_