

Cambridge English examinations withdrawal request

For the attention of the Examination Department,

I, _____ (*name of candidate*)

hereby request to withdraw from the _____ examination,

session/ date of exam _____,

year _____, candidate number _____ due to

medical/ bereavement/ trauma/ military service reasons (*please underline as appropriate*).

- I have attached the documentation* in support of my request.
- I acknowledge that an administrative fee of 30% from the registration fee I have paid will be retained.

Date: _____

Signature: _____

Phone number: _____

E-mail: _____

IBAN where I would like to have my fee refunded (24 digits):

Account holder's name: _____

**This request, along with the necessary documents (for example a medical certificate issued by the doctor confirming inability to take the test or a police report from the traffic accident confirming serious circumstances on the test day), should be sent by email to contact@britishcouncil.ro, no later than 5 days after the exam.*