



Request for Test Date Transfer or Cancellation

Cancellation

For cancellation requests received **more than five weeks before the test date**, we will refund the test fee, minus an administrative charge of £30. To cancel your test, please fill in this Transfer/Cancellation form and e-mail it to ielts@britishcouncil.ro

Transfer

Only one change of test date is possible and free of charge if **the request is received more than five weeks before the exam**. In order for the transfer to be approved please fill in this Transfer/Cancellation form and email it to ielts@britishcouncil.ro.

Special circumstances regarding cancellation and transfer

If you cannot sit the test and wish to **CANCEL** the registration or **TRANSFER** to another test date, **within five weeks before the chosen test date**, the examination centre may approve your request if one of following special circumstances is applicable: serious illness, loss or bereavement - death of a close family member, hardship/trauma – victim of crime, victim of a traffic accident or military service.

Should you find yourself in any of these situations, the following documents must be sent by courier to the British Council Bucharest no later than **five working days after the test date**:

1. The original medical certificate from a qualified medical practitioner/ proof of the exceptional situation.
2. This document 'IELTS Transfer/Cancellation Form' filled in and signed by the candidate.

Please note that only one transfer to a new test date may be approved. Candidates whose transfer is confirmed and who choose not to sit the test, cannot ask for another transfer or cancellation even if they are in one of the special circumstances above.

Full Name:

Phone number:

E-mail:

Test Date Registered for: ____/____/____ **Payment method used at registration:** cash / bank / online

Please choose one of the options below:

TRANSFER: **New Test Date:** ____/____/____ **Module:** Academic General Training

CANCELLATION:

Please note that if you used the online payment method at registration, the fee will be refunded by bank transfer directly into the bank account from where the payment was initially made.

Refund payment method: cash (at British Council Bucharest)
 bank transfer **Bank account**
Account holder.....

Signature: **Date:** ____/____/____

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