

Important information for Request for Postponement or Cancellation

(This form is applicable for IELTS for UK Visas and Immigration fee of INR 18,500 and IELTS Life Skills A1 or IELTS Life Skills B1 fee of INR 13,850)

If you would like to request for a postponement and/or cancellation of your IELTS test date, please complete the form below and send it to us along with the appropriate documents and/or evidence by courier or post.

If sending by courier or post, please send the application form to:

BC Examinations and English Services India Pvt. Ltd.,
6th Floor, One Horizon Centre, Sector 43.
Golf Course Road, Gurgaon – 122 002

The application for cancellation or postponement of your IELTS test date must be **made upto five weeks before the date of the test for which you are registered** to be considered as a valid application

The following documents must be submitted along with your application form:

- Medical certificates from a qualified practitioner for evidence of any illness
- Death certificate or a police report for evidence of bereavement or hardship/trauma
- A copy of cancelled cheque
- Demand draft for the administrative charges (in case of request for postponement of your IELTS test date)

The administrative fee will be deducted from the refund. Once the request is made, it will take about two weeks' time to process the same. In case of refund for an online payment, the refund amount will be made to the card from which the original payment was received.

Fee For Cancellation

Candidates who request for a cancellation of their registration upto five weeks prior to the test date will receive a refund after deduction of cancellation/postponement fee

- ₹ 3300 for IELTS test
- ₹ 4625 for IELTS for UK Visas and Immigration
- ₹ 3460 for IELTS Life Skills A1 or IELTS Life Skills B1

Fee paid at ICICI bank will be refunded via NEFT (a copy of cancelled cheque is required to be submitted along with the application for postponement or cancellation).

Fee paid online will be refunded to the bank account or the credit card or debit card that was used for making online payments.

Fee For Postponement

Candidates have the option to transfer to or postpone to another test date, by paying an administrative fee as per the below schedule of charges:

- ₹ 3300 for IELTS test
- ₹ 4625 for IELTS for UK Visas and Immigration
- ₹ 3460 for IELTS Life Skills A1 or IELTS Life Skills B1

The Demand Draft must be drawn in favour of 'British Council', payable at **New Delhi** and sent along with this application.

Once the transfer application has been approved for the selected test date, you will receive a new call letter giving you information about the arrangements for your new test date.

If we have a query regarding your transfer application, we will contact you on the telephone number or e-mail id provide by you in the application form.

Application for Postponement or Cancellation of IELTS Test

- Request is for Test:** Cancellation (Refund) Postponement (Test Date Transfer) IELTS Life Skills A1
 IELTS IELTS for UK Visas and Immigration IELTS Life Skills B1
- Paid for the test through** Credit or Debit Card - In case of refund for an online payment, the refund amount will be made to the card from which the payment was received.
 Demand Draft Deposited at ICICI Bank

Personal details of the Candidate (Must be the same as provided in the Candidate Registration Form)

Candidate Name	
Candidate Surname / Family Name	
Candidate Registration Number (if known)	
Address for Correspondence	
Telephone Number / Mobile Number	
Candidate Email	
Candidate Passport Number	

Original Test Date registered for: / / Original Test Centre:

Preferred New Test Date: / / (in case of Test Date Transfer)

Preferred New Test centre (if different from Original Test Centre):
(For Test Date Transfer request)

Candidate Statement (to be completed by the candidate):

Please detail your ground for applying for a refund or a Test Date Transfer (attach extra sheet(s) if there is insufficient space)

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Candidate Signature:

Date: / /

Disclaimer: The mere submission of application for postponement or cancellation of test date does not constitute a guarantee or approval of the request. The request will be processed subject to approval by the British Council.

Candidate details for refund in case of cancellation of test

Please fill this section only if you have paid for the test through a Demand Draft or an ICICI Payment Slip.
In case of refund for an online payment, the refund amount will be made to the card from which the original payment was received.

Refund will be made through an Electronic Bank Transfer only.

Please provide the following details:

- a) Beneficiary (Bank Account Holder's) Name:
- b) Bank Name:
- c) Bank Account Number:
- d) Bank Branch (Address):
- e) IFSC Code (you can get this code from the cheque book):
- f) Email id of the Bank Account Holder:

Candidate Signature:

Disclaimer: Details mentioned in this section should match the scanned copy of the cancelled cheque being sent along with this application form

For office use only

Date of receipt of form	
Initials of person who accepted form	
Receipt Number	
Initials of person who processed form	
Request confirmed / denied	