



# Request for Refund or Test Date Transfer Form

## PERSONAL DETAILS

TITLE:			
GIVEN NAMES:		SURNAME:	
ADDRESS:			
TELEPHONE:		EMAIL:	

## Change requested:

Request is for (tick one box):  REFUND  TEST DATE TRANSFER

CENTRE NAME / NUMBER:	Australian Institute of Language / AU099		
TEST DATE REGISTERED FOR:	/ /	Test session:	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
MODULE REGISTERED FOR:	<input type="checkbox"/> ACADEMIC <input type="checkbox"/> GENERAL TRAINING		

Please select the test type that you registered for:

IELTS (Paper Based)  Computer-delivered IELTS

CBD venue  Box Hill Venue

PREFERRED NEW TEST DATE:	/ /	Test session:	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
PREFERRED NEW MODULE:	<input type="checkbox"/> ACADEMIC <input type="checkbox"/> GENERAL TRAINING		

Please select the test type that you wish to transfer to:

IELTS (Paper Based)  Computer-delivered IELTS

CBD venue  Box Hill Venue

## Test taker statement (to be completed by the test taker)

Please detail your reasons for applying for a refund or a test date transfer.

**In case of medical reasons, this form must be accompanied by an original medical certificate issued by a professional medical practitioner.** The medical certificate must include the nature of the illness and other relevant information (with reference to your capacity to sit an exam) which will assist in any assessment of this application for special consideration.

For other reasons, please attach relevant documentation/evidence (police report, military service notice, death notice).  
(Attach an extra sheet if there is insufficient space.)

The information on this form is collected for the primary purpose of assessing your request for a refund/test date transfer. If you choose not to complete all the questions on this form, it may not be possible for the test centre to process your request.

TEST TAKER SIGNATURE:		DATE:	/ /
-----------------------	--	-------	-----

## TEST CENTRE USE ONLY:

RECEIVED BY:		DATE:	/ /
--------------	--	-------	-----

Request (please select):  APPROVED  NOT APPROVED

AUTHORISED BY: (IELTS ADMINISTRATOR)		DATE:	/ /
---	--	-------	-----