

IELTS Application

Test Date Transfer & Cancellation Policy

(Applicable to candidate appearing at IDP:IELTS Australia Centres in India)

Version 4.4: 02nd February 2009



The application MUST be supported by adequate and required support documents / evidences, without which the application WILL NOT be accepted / considered. The decision of the centre will be final and binding on the candidate.

Request for Transfer of Test Date

A request using the "Test Date Transfer & Cancellation Form" for shifting of test date (i.e. post-ponement or pre-ponement) to another date must reach the centre in original and AT LEAST 5 WEEKS PRIOR TO THE TEST DATE (i.e. 34 days), ORIGINALLY BOOKED. An administrative charge, of Rs. 1,800/- (Rupees One Thousand Eight Hundred only), would be payable by the applicant, which must be paid along with the application for shifting of date. The allotment of the next date of test would be at the sole discretion of the centre and subject to availability.

NO REQUESTS WOULD BE ENTERTAINED after the cut-off period i.e. LESS THAN 5 WEEKS (i.e. 34 days) PRIOR TO THE TEST DATE.

Request for Cancellation / Withdrawal

All applications for withdrawal / cancellation and refund must be sent to the centre using the "Test Date Transfer & Cancellation Form" along with the original receipt of payment of test fee. A withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, if the application for such withdrawal is received 5 WEEKS (i.e. 34 days) PRIOR TO THE TEST DATE, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks from the test date for which the candidate was registered.

Requests received, LESS THAN 5 WEEKS (i.e. 34 days) prior to the test date will NOT BE ENTERTAINED and NO REFUND would be possible.

Request under "Extra Ordinary Circumstances" – Prior to the test date

A request received by the centre LESS THAN 5 weeks (i.e. 34 days) prior to the test date, BUT BEFORE the commencement of the test will be treated as a "Cancellation case" subject to the application fulfilling the conditions of "Extra Ordinary Circumstances" as listed hereunder and the centre accepting the application ;

- ▶ Serious illness – linked to hospital admission or other serious illness making the candidate not able to sit the test. For e.g. 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 of Passport after applying for the test
- ▶ Passport submitted to Passport office for any services, after applying,

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- ▶ 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 detailing the passport number and the date when the passport will be given back.

Upon receipt of such request, the Administrator will verify facts and take a decision to EITHER ACCEPT OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

Request under "Extra Ordinary Circumstances" – Post test date

All requests received by the centre NO LATER THAN CLOSE OF OFFICE ON THE NEXT WORKING DAY FROM THE TEST DATE, may be considered as a "Cancellation case", subject to the application fulfilling the conditions of "Extra Ordinary Circumstances", supported by relevant documentary evidence clearly stating that any one of the below listed mis-happening took place on the test date, but before the candidate could reach the test centre, thereby not allowing the candidate to reach the test centre in time for the test. ONLY any one of the following conditions will be considered;

- ▶ Loss or bereavement – death of a close family member, hardships / trauma on the test day, before the candidate could leave for the test
- ▶ Victim of crime on way to the test venue
- ▶ Victim of a traffic accident on way to the test venue
- ▶ Loss of Passport on way to the test venue
- ▶ Could not travel to the test venue due to Strike / Bandh, Riots or other similar circumstances

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- ▶ 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

Upon receipt of such request, the Administrator will verify facts and will take a decision to EITHER ACCEPT the request OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

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Supporting Documentation / Evidence: Medical

(This form must be accompanied by an original medical certificate)

Professional Practitioner Certificate (to be completed by medical practitioner)

Date/s of consultation: _____

Candidate affected on the test day (please circle appropriate letter)

- | | | |
|---|---|----------------------|
| A | totally unable to sit exam | Specify period _____ |
| B | very severely affected but able to sit exam | Specify period _____ |
| C | severely affected but able to sit exam | Specify period _____ |
| D | moderately affected but able to sit exam | Specify period _____ |
| E | slightly affected but able to sit exam | Specify period _____ |
| F | unable to assess ability to sit exam | Specify period _____ |

Candidate affected at some prior to the test day (please circle appropriate letter)

- | | | |
|---|---|----------------------|
| A | totally unable to sit exam | Specify period _____ |
| B | very severely affected but able to sit exam | Specify period _____ |
| C | severely affected but able to sit exam | Specify period _____ |
| D | moderately affected but able to sit exam | Specify period _____ |
| E | slightly affected but able to sit exam | Specify period _____ |
| F | unable to assess ability to sit exam | Specify period _____ |

Remarks: nature of illness and other relevant information (with reference to the candidate's capacity to sit an exam)

which will assist in any assessment of this application for special consideration.

Practitioner's Name: _____

Address: _____

Phone Number: _____

Provider Number: (if applicable): _____

Stamp: _____

Signature: _____

Date: / /

Supporting Documentation/Evidence: Other (police report, military service notice, death notice) .

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.

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Test Centre Internal Use Only (To be attached to each application)

Previous Request for Cancellation / Transfer

Registered Test Date	Date of prior application	Grounds for Application		
		Medical	Personal	Other

Supporting Documentation / Evidence submitted

Note : If certified copies are submitted, the ORIGINAL MUST BE SEEN and VERIFIED by the centre

- Medical certificate :: Original MUST be submitted
- Hospital admission certificate :: Original / Certified copy (circle as applicable)
- Police report / FIR :: Original / Certified copy (circle as applicable)
- Death certificate :: Original / Certified copy (circle as applicable)
- Receipt from Passport Office :: Original / Certified copy (circle as applicable)
- Any other support / evidence (Please specify below)

Received by: _____

Date: ___/___/___

Decision of the Centre

Approved for Transfer

Approved for Refund

NOT Approved

Authorised by: _____

Date: ___/___/___

(IELTS Administrator)