

## Transfer, Cancellation / Refund Application Form

Applicable to candidate appearing at IDP: IELTS Australia: Test Centre IDP Education India Pvt. Ltd.

The application must be supported by adequate and required supporting documents / evidence, without which the application will not be considered. The decision of the centre will be final and binding on the candidate.

### Request for Transfer of Test Date (IELTS, IELTS for UKVI & IELTS for Life Skills)

A request using the "Transfer, Cancellation Application Form" for transferring of a test date (i.e. postponement or pre-ponement) to another date must reach the centre at least five (5) weeks prior to the original test date. The allocation of the next test date will be at the sole discretion of the centre and subject to availability.

### Request for Transfer of Test Date (Computer-delivered IELTS)

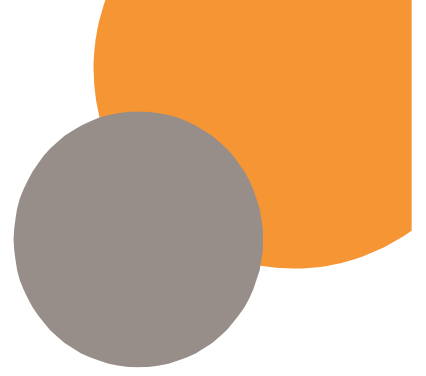
A request using the "Transfer, Cancellation Application Form" for transferring of a test date (i.e. postponement or pre-ponement) to another date must reach the centre at least three (3) weeks prior to the original test date. The allocation of the next test date will be at the sole discretion of the centre and subject to availability. An

administrative fee will be applicable respectively for:

### Fee Details

The fee applicable is inclusive of all taxes.

Test type	Fee details	Tick <input type="checkbox"/> appropriate box	Test type	Fee details	Tick <input type="checkbox"/> appropriate box
IELTS	INR 3,300	<input type="checkbox"/>	Computer-delivered IELTS	INR 3,300	<input type="checkbox"/>
IELTS for UKVI	INR 4,625	<input type="checkbox"/>	IELTS for Life Skills	INR 3,460	<input type="checkbox"/>



## Payments

All payments, for the request must be made using the following payment options:

i. Demand Draft / Pay Order “the Demand Draft / Pay Order must be made from a nationalized/scheduled bank) and drawn in favour of “IDP Education India Private Limited" payable at New Delhi and couriered at the following address:

IDP Education India Pvt. Ltd.,  
Global Gateway Towers, Tower-B, 5th Floor  
Sikanderpur Ghosi, Sector-26,  
M.G. Road, Gurugram -122002  
Haryana, India  
Telephone # 91 124 4445 999

ii. HDFC & ICICI cash deposit slips

iii. Debit & Credit cards

iv. Net banking

vi. Card swipe facility available at all IDP branch offices across India

The request for such cases will be considered on a case to case basis and the decision of IDP Education India Private Limited will be final and binding.

No requests will be accepted after the cut-off period i.e.

For IELTS, IELTS for UKVI & IELTS for Life Skills less than five (5) weeks prior to the test date, and For Computer-delivered IELTS less than three (3) weeks prior to the test date

### **Request for Cancellation (IELTS, IELTS for UKVI & IELTS for Life Skills)**

A request using the " Transfer, Cancellation Application Form" for transferring of a test date (i.e. postponement or pre-ponement) to another date must reach the centre at least five (5) weeks prior to the original test date. The allocation of the next test date will be at the sole discretion of the centre and subject to availability.

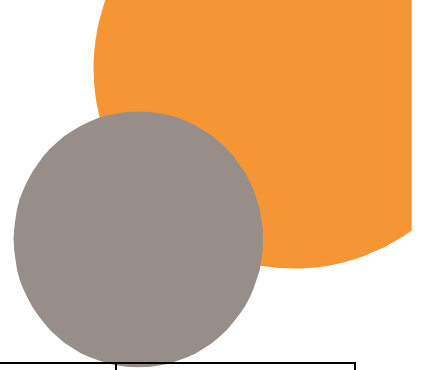
### **Request for Cancellation (Computer-delivered IELTS)**

A request using the " Transfer, Cancellation Application Form " for transferring of a test date (i.e. postponement or pre-ponement) to another date must reach the centre at least three (3) weeks prior to the original test date. The allocation of the next test date will be at the sole discretion of the centre and subject to availability.

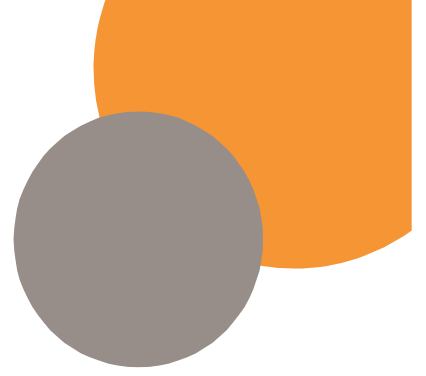
An administrative fee will be applicable respectively for:

### **Fee Details**

The fee applicable is inclusive of all taxes.



<b>Test type</b>	<b>Fee details</b>	<b>Tick <input type="checkbox"/> appropriate box</b>	<b>Test type</b>	<b>Fee details</b>	<b>Tick <input type="checkbox"/> appropriate box</b>
IELTS	INR 3,300	<input type="checkbox"/>	Computer-delivered IELTS	INR 3,300	<input type="checkbox"/>
IELTS for UKVI	INR 4,625	<input type="checkbox"/>	IELTS for Life Skills	INR 3,460	<input type="checkbox"/>

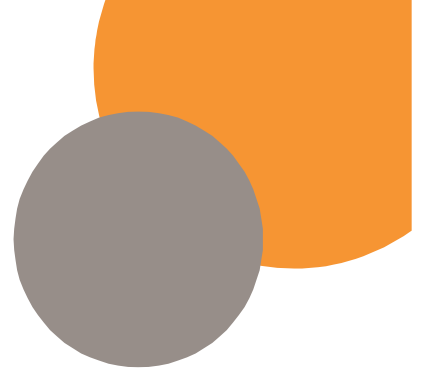


Note: For all cancellations/withdrawal requests, the following test fee balance shall be:

Refunded for IELTS, IELTS for UKVI & IELTS for Life Skills as mentioned below to the candidate within four (4) weeks from the test date for which the candidate was registered. Requests received, less than five (5) weeks (i.e. 34 days) prior to the test date will not be accepted and no refund will be applicable for the IELTS, IELTS for UKVI & IELTS for Life Skills test transfer fee balance.

Refunded for Computer-delivered IELTS as mentioned below to the candidate within three (3) weeks from the test date for which the candidate was registered. Requests received, less than three (3) weeks (i.e. 21 days) prior to the test date will not be accepted and no refund will be applicable for the Computer-delivered IELTS test transfer fee balance.

Test type	Fee details	Test type	Fee details
IELTS	INR 9,950	Computer-delivered IELTS	INR 9,950
IELTS for UKVI	INR 13,875	IELTS for Life Skills	INR 10,390



## **Request under "Extraordinary Circumstances" Prior to the test date**

### IELTS, IELTS for UKVI & IELTS for Life Skills

A request received by the centre less than five (5) weeks (i.e. 34 days) prior to the test date, but before the commencement of the test will be treated as a Transfer, subject to the application fulfilling the conditions of Extraordinary Circumstances as listed below and the centre accepting the application;

### Computer-delivered IELTS

A request received by the centre less than three(3) weeks (i.e. 21 days) prior to the test date, but before the commencement of the test will be treated as a Transfer, subject to the application fulfilling the conditions of Extraordinary Circumstances as listed below and the centre accepting the application;

1. Serious illness linked to hospital admission or other serious illness making the candidate not able to sit the test. For example, typhoid, jaundice, eye flu, infectious disease, surgery etc. Please note, ordinary viral fever, and cough, cold, stomach upset etc. will not be considered
2. Serious injury linked to hospital admission, or injury such as fracture of the hand used for writing etc.
3. Loss or bereavement - death of a close family member, hardships / trauma
4. Victim of crime
5. Victim of a traffic accident
6. Loss of Passport after applying for the test
7. 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 (original or certified copy) attested by a first class government officer.

N.B.

Applicable originals only from the below list of documents must be provided in hard copy format along with the application form and submitted to the centre

1. Medical certificate signed by a registered medical practitioner and bearing his/her registration number
2. Hospital admission certificate and discharge summary (in case of hospitalisation)
3. Police report/FIR
4. Death certificate signed by a registered medical practitioner and bearing his/her registration number
5. Receipt from the Passport Office detailing the passport number and the expected date of when the passport will be returned

On receipt of such a request, the Centre Administrator will verify facts and make a decision to either accept or reject the application, without giving a reason.

Once an application is accepted under Extraordinary Circumstances, only a transfer request will be considered, and an administrative fee will be applicable respectively for:

### Fee Details

The fee applicable is inclusive of all taxes.

Test type	Fee details	Tick <input type="checkbox"/> appropriate box	Test type	Fee details	Tick <input type="checkbox"/> appropriate box
IELTS	INR 3,300	<input type="checkbox"/>	Computer-delivered IELTS	INR 3,300	<input type="checkbox"/>
IELTS for UKVI	INR 4,625	<input type="checkbox"/>	IELTS for Life Skills	INR 3,460	<input type="checkbox"/>



## Payments

All payments, for the request must be made using the following payment options:

i. Demand Draft / Pay Order “the Demand Draft / Pay Order must be made from a nationalized/scheduled bank) and drawn in favour of “IDP Education India Private Limited" payable at New Delhi and couriered at the following address:

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Telephone # 91 124 4445 999

ii. HDFC & ICICI cash deposit slips

iii. Debit & Credit cards

iv. Net banking

vi. Card swipe facility available at all IDP branch offices across India

The request for such cases will be considered on a case to case basis and the decision of IDP Education India Private Limited will be final and binding.

## Request under "Extraordinary Circumstances" – Post-test date

### IELTS, IELTS for UKVI & IELTS for Life Skills

All requests, received by the centre no later than close of business on the next working day from the test date, may be considered as a Transfer, subject to the application fulfilling the conditions of Extraordinary Circumstances supported by relevant documentary evidence clearly stating that any one of the below listed mishaps took place on the test date, but before the candidate could reach the test centre, thereby preventing the candidate from reaching the test centre in time for the test. Only any one of the following conditions shall be considered;

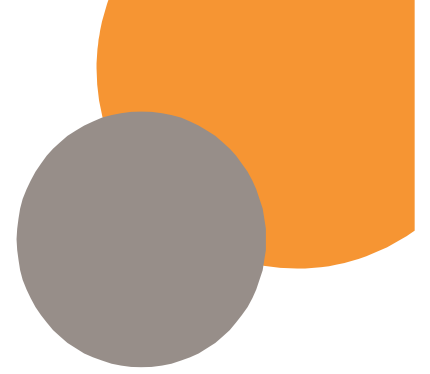
### Computer-delivered IELTS

All requests, received by the centre no later than close of business on the same day as the test date, may be considered as a Transfer, subject to the application fulfilling the conditions of Extraordinary Circumstances supported by relevant documentary evidence clearly stating that any one of the below listed mishaps took place on the test date, but before the candidate could reach the test centre, thereby preventing the candidate from reaching the test centre in time for the test. Only any one of the following conditions shall be considered;

1. Serious illness linked to hospital admission or other serious illness making the candidate not able to sit the test. For example, typhoid, jaundice, eye flu, infectious disease, surgery etc. Please note, ordinary viral fever, and cough, cold, stomach upset etc. will not be considered
2. Serious injury linked to hospital admission, or injury such as fracture of the hand used for writing etc.
3. Loss or bereavement - death of a close family member, hardships / trauma
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6. Loss of Passport after applying for the test
7. 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 (original or certified copy) attested by a first class government officer.





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Applicable originals only from the below list of documents must be provided in hard copy format along with the application form and submitted to the centre

1. Medical certificate signed by a registered medical practitioner and bearing his/her registration number
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3. Police report/FIR
4. Death certificate signed by a registered medical practitioner and bearing his/her registration number
5. Receipt from the Passport Office detailing the passport number and the expected date of when the passport will be returned

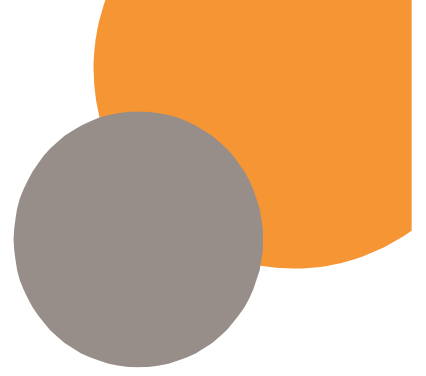
On receipt of such a request, the Centre Administrator will verify facts and make a decision to either accept or reject the application, without giving a reason.

Once an application is accepted under Extraordinary Circumstances, only a transfer request will be considered, and an administrative fee will be applicable respectively for;

**Fee Details**

The fee applicable is inclusive of all taxes.

Test type	Fee details	Tick <input type="checkbox"/> appropriate box	Test type	Fee details	Tick <input type="checkbox"/> appropriate box
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## Payments

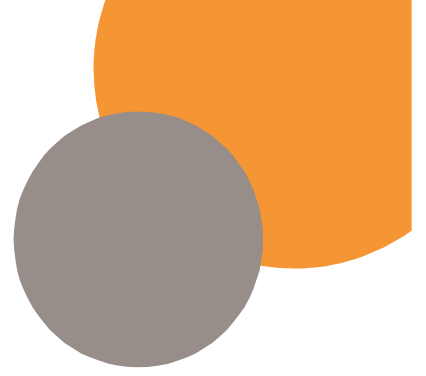
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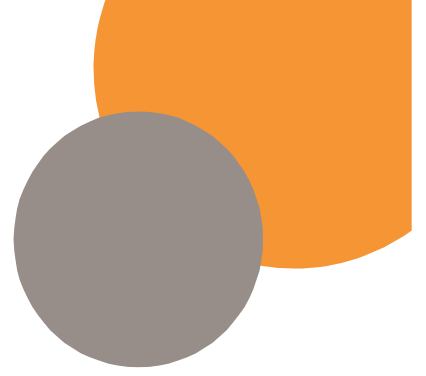
- ii. HDFC & ICICI cash deposit slips
- iii. Debit & Credit cards
- iv. Net banking
- vi. Card swipe facility available at all IDP branch offices across India

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**Disclaimer:** The International English Language Testing System (IELTS) is designed to be one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker can be admitted as a student or be considered for employment or for citizenship purposes. IELTS is not designed to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race, nationality or religion, but it is not recommended to persons under 16 years of age. British Council, IDP: IELTS Australia and Cambridge Assessment English and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

For further assistance, kindly contact us from Monday to Saturday between 09:00 am to 05:30 pm on our Toll Free Number 1800 102 4544 or email us @ [ielts.india@idp.com](mailto:ielts.india@idp.com)

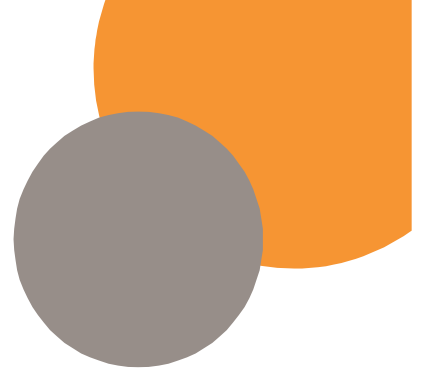


Use below box spaces to fill in/complete your details:

<b>CANDIDATE NAME:</b>	
<b>CANDIDATE SIGNATURE:</b>	
	<b>DATE</b> /     /
<b>PLACE:</b>	
<b>TEST DATE:</b>	<b>DATE</b> /     /
<b>REQUEST FOR:</b>	TICK APPROPRIATE BOX <input type="checkbox"/> <b>TRANSFER</b> <input type="checkbox"/> <b>CANCELLATION</b> <input type="checkbox"/>
	<b>DATE</b> /     /

Personal Details: (MUST be the same as provided in the Application form)

<b>CANDIDATE FIRST &amp; MIDDLE NAME:</b>	
<b>CANDIDATE FAMILY NAME:</b>	
<b>PASSPORT NO:</b>	
<b>ADDRESS:</b>	
<b>MOBILE/LANDLINE CONTACT NUMBER:</b>	
<b>EMAIL ID:</b>	
<b>CENTRE NAME &amp; NUMBER:</b>	
<b>CANDIDATE STATEMENT:</b>  (TO BE COMPLETED BY THE CANDIDATE)  PLEASE PROVIDE DETAILED INFORMATION IF APPLYING FOR <u>CANCELLATION OR TEST DATE TRANSFER.</u>  ATTACH AN EXTRA SHEET IF THERE IS INSUFFICIENT SPACE.	
<b>TEST REGISTERED FOR:</b>	<b>DATE</b> /     /



NEW TEST DATE (IF APPLYING FOR TRANSFER)

TICK APPROPRIATE BOX

	FIRST CHOICE <input type="checkbox"/>	DATE / /
	SECOND CHOICE <input type="checkbox"/>	DATE / /

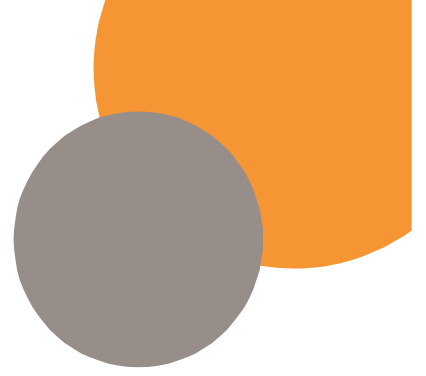
## Candidate Financial Details for Transfer / Cancellation / Refund Application Request Form

Please complete the below form using CAPITAL / UPPER CASE only to process your request.

### Important Details:

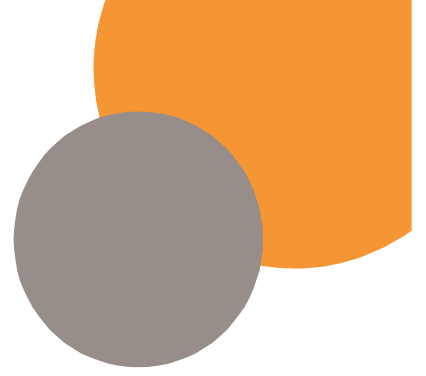
Please submit a cancelled cheque along with the Transfer / Cancellation / Refund Application Request Form

CANDIDATE / BENEFICIARY NAME:	
CANDIDATE NUMBER:	
BANK NAME:	
BANK BRANCH ADDRESS:	
BANK ACCOUNT NUMBER:	
BANK IFSC CODE:	
CANDIDATE MOBILE CONTACT NUMBER:	
CANDIDATE LANDLINE CONTACT NUMBER (IF ANY):	
PASSPORT NUMBER :	
CANDIDATE ADDRESS DETAILS: (TICK <input type="checkbox"/> APPROPRIATE BOX)  REGISTERED <input type="checkbox"/> / SPECIFIED <input type="checkbox"/> (IF DIFFERENT FROM REGISTERED ADDRESS)	



<b>CANDIDATE SIGNATURE:</b>	
	<b>DATE</b> /     /
<div style="background-color: #cccccc; height: 20px;"></div>	

For further assistance, kindly contact us from Monday to Saturday between 09:00 am to 05:30 pm on our toll Free Number **1800 102 4544** or Email us @ [ielts.india@idp.com](mailto:ielts.india@idp.com)



## Medical Practitioner's Details

<b>PRACTITIONER NAME:</b>	
<b>ADDRESS:</b>	
<b>BANK NAME:</b>	
<b>CONTACT NUMBER:</b>	
<b>ADDRESS:</b>	
<b>PASSPORT NUMBER :</b>	
	<b>STAMP HERE USING <u>MEDICAL PRACTITIONER'S SEAL (IF ANY)</u></b>
<b>MEDICAL PRACTITIONER'S STAMP DETAILS:</b>	
<b>PRACTITIONER'S SIGNATURE:</b>	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DATE</div> /     /

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.



## For Internal Use Only

(To be attached with each application form)

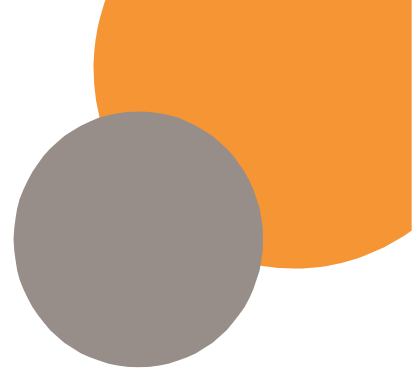
Tick appropriate box

Test type	Tick <input type="checkbox"/> appropriate box <u>Yes</u>	Tick <input type="checkbox"/> appropriate box <u>No</u>
Previous Request for Cancellation/Transfer	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation/Evidence Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Test type	Tick <input type="checkbox"/> appropriate box <u>Original Copy</u>	Tick <input type="checkbox"/> appropriate box <u>Certified Copy</u>
Medical certificate (original copy mandatory)	<input type="checkbox"/>	N/a
Hospital admission certificate	<input type="checkbox"/>	<input type="checkbox"/>
Police report / FIR	<input type="checkbox"/>	<input type="checkbox"/>
Death certificate	<input type="checkbox"/>	<input type="checkbox"/>
Receipt from Passport Office	<input type="checkbox"/>	<input type="checkbox"/>

Specify additional information/evidence(s) in the boxed spaced below (if any):





## For Internal Use by the Centre

<b>RECEIVED BY NAME:</b>	
<b>DECISION OF THE CENTRE:</b>	
<b>APPROVED FOR TRANSFER:</b>	<b>TICK APPROPRIATE BOX</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>APPROVED FOR REFUND:</b>	<b>TICK APPROPRIATE BOX</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>AUTHORISATION DATE:</b>	<b>DATE</b> / /
<b>AUTHORISED BY NAME :</b>	
<b>CENTRE STAMP DETAILS:</b>	<b>STAMP HERE USING THE CENTRE SEAL</b>

