



Request for Refund or Test Date Transfer Form

This guidance only applies to non-UKVI IELTS. For UKVI, please refer to the UKVI Transfers and Refunds policy document.

Before completing this form, please see our policy on Cancellations, Refunds and Transfers:
<https://www.ielts.org/for-test-takers/cancellations-refunds-transfers>

Personal details

Title:

Name: Family name:

Address:

Telephone: Email:

Test date registered for: / /

Request is for (tick one box): ☐ Refund ☐ Date Transfer

Centre name/number:

Preferred new test date: / /

Please select the test that you registered for:

- ☐ IELTS on Computer
☐ IELTS on Paper
☐ IELTS Online
☐ Life Skills A1 ☐ Life Skills A2 ☐ Life Skills B1

Please select the test that you wish to transfer to:

- ☐ IELTS on Computer
☐ IELTS on Paper
☐ IELTS Online
☐ Life Skills A1 ☐ Life Skills A2 ☐ Life Skills B1

Candidate statement (to be completed by the candidate)

Please detail your grounds for applying for a refund or a test date transfer and any evidence, if applicable (see the Cancellations, Refunds and Transfers policy for requirements).

(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.

Candidate signature: Date:

Received by: Date:

Test centre use only:

Request (please select): **APPROVED** ☐ **NOT APPROVED** ☐

Authorised by: **(IELTS Administrator)** Date: