

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, remarks and transfers](#).

Please write the details clearly in CAPITAL LETTERS.

For Candidate Use Only

All the sections below must be completed by the candidate.

Personal Details

Title (circle as appropriate)	Miss /Ms / Mrs / Mr /Dr		
Name First Name(s) and Surname			
Email Address		Contact Phone Number(s)	

Request Details

Type of Request (circle as appropriate)	Refund / Test Date Transfer *		
Centre Name		Centre Number	
Registered Test Date		Preferred New Test Date *	
Registered Test Type (circle as appropriate)	▪ IELTS on Computer ▪ IELTS Writing on Paper ▪ IELTS Access Arrangements on Paper Tests ▪ One Skill Retake ▪ IELTS Online ▪ Life Skills A1 ▪ Life Skills A2 ▪ Life Skills B1 ▪ Life Skills B2		

* **Note:** that transfers between different IELTS test formats (e.g. IELTS on Computer, IELTS Writing on Paper) are not available. Transfers are only permitted within the same test format.

Candidate Statement

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)

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Note: 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.

Signatures

Candidate Signature		Date	
Received By		Date	

For Office Use Only

Request Status (circle as appropriate)	Approved / Not Approved		
Authorised By		Date	