



Examinations Services
Refund Request Form

Refund Reference Number

office use only

Examination Name (v)	Pearson Edexcel	()	Professional or University Exam	()	<i>specify name of exam</i>
	Cambridge English	()	Cambridge International	()	
Only For School Exams (v)	IGCSE	()	GCE OL	()	GCE AL () IAL ()

Note: Please attach a medical certificate, in line with relevant policy, for applications on medical grounds. Edexcel / Cambridge International Candidates – Refer the "Approved List of Hospitals" in British Council website.

Exam Date / Session	<i>DD/MM/YYYY</i>	Centre Number	
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Candidate Number (if applicable)		ID Number (Passport Number for IELTS)	
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Candidate Name	<i>First Name</i>	<i>Family Name</i>
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Date of Birth	<i>DD/MM/YYYY</i>	Exam Registration Reference Number or Receipt Number	<i>Eg: R-LK001-12345-12345</i>
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Contact Numbers	<i>Telephone</i>	<i>Mobile</i>
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Email	
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Reason	
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For Schools / Professional Examinations only:

Subjects	<i>Withdrawn subject codes</i>
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Payment Instructions. *please select as appropriate (v)*

Bank Transfer ()	<i>Bank Name</i>	<i>Account Number</i>
	<i>Branch Name</i>	<i>Payee Name</i>
For payments made online ()	<i>Last four digits of your card number</i>	

Important:

- Online payments will be credited to same Visa/Master card used for paying online.
- Offline payments (in-person / bank transfers) will be credited to the given bank details.
- Please ensure accurate details are provided.
- British Council will not be held responsible for any incorrect information provided and subsequent delays in processing the refunds.

Candidate Signature		Date	
CSO Name & Signature	<i>office use only</i>	Date	



Customer Acknowledgment Slip

Refund Reference Number	<i>office use only</i>	Case Number	<i>office use only</i>
CSO Name & Signature	<i>office use only</i>	Date	

Important Notes:

- All refund requests are subject to approval by the relevant examination board.
- Retain and use the "Refund Reference Number" and "Case Number" for any future correspondence and progress tracking.

(please turn over)

School Consent - Only for School Exam Candidates (To be filled by the school)	
<p>"We hereby confirm that we have no objection in issuing the refund for the above subjects to the given payee."</p> <p>School Name:</p> <p>Name & Designation of Authorized Person:</p> <p>Date:</p>	
School Stamp & Authorised Signature	

Privacy Notice

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application.

We may need to pass this information on to the relevant examining body.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

Candidate Signature	Date
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Office Use Only

Document Check List

Document Type (√)	IELTS - EOR	Cambridge English	Schools - Stage 1	Schools - Stage 2	Prof / Uni
BC Local Refund Form					
Exam Board Refund Form					
Copy of Payment Receipt			<i>pvt only</i>	<i>pvt only</i>	
IELTS EOR Letter with outcome					
Medical Report					
Copy of Statement of Entry					<i>if any</i>
School Consent to be filled by schools (Mandatory for Edexcel & Cambridge International - School Candidates only)			<i>schools only</i>	<i>schools only</i>	<i>letter from uni or candidate</i>
Other					

specify document

CSO Signature	Date
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