

**Test date transfer policy**

1. A candidate may apply for a test date transfer from the registered test date by paying an administrative fee of **LKR 5,300.00**.
2. Requests submitted within a 5-week period prior to the registered test date will be accepted under the following conditions and submission of the relevant documentary evidence covering the registered test date including the speaking test date has to be produced along with the transfer application
  - Illness or injury supported by a medical certificate
  - Loss or bereavement of an immediate family member.
  - Victim of emergency exigencies like accidents, crime, trauma & disasters.
3. A candidate must select a test date within a period of 3 months from the initial test date or apply for a refund according to the terms and conditions of the refund policy.
4. In any of these circumstances, you will need to submit an application for a test day transfer to the relevant test centre **no more than two working days after the test date**.
  - 4.1 Important Note for applications made one week prior to the registered test date: **Please select your New Test Date 10 Days AFTER your Original Test Date.**
5. All transfer applications will be processed subject to availability of vacancies, acceptance of reasons and verification of the documentary evidence.

**Speaking test transfer policy**

1. No speaking test slot transfer will be allowed for Computer Delivered IELTS Examination.

**Test fee refund policy**

1. A candidate may apply for a refund of the test fee from the registered test date. If the application is approved the centre will refund the test fee minus an administrative fee of **LKR 5,300.00**.
2. Requests submitted within a 5-week period prior to the registered test date will be accepted under the following conditions and submission of the relevant documentary evidence covering the registered test date including the speaking test date.
  - Illness or injury supported by a medical certificate
  - Loss or bereavement of an immediate family member.
  - Victim of emergency exigencies like accidents, crime, trauma & disasters.
3. In any of these circumstances, you will need to submit an application for a test day refund to the relevant test centre **no more than two working days after the test date**.
4. All refund applications will be processed subject to acceptance of reasons and verification of the documentary evidence.

**Document Check List for Transfer & Refund requests:****For Transfers:**

1. IELTS Board Refund/Transfer Form
2. Medical Certificate (within the **5-week** period prior to the test date)
3. Copy of Online Registration Payment Confirmation
4. Copy of the Passport

**For Refunds:**

1. BC Refund Form
2. IELTS Board Refund/Transfer Form
3. Medical Certificate (within the **5-week** period prior to the test date)
4. Copy of Online Registration Payment Confirmation