

# School Exams – Refund Policy

## Stage 1

<b>Pearson Edexcel</b>	
Submission Deadline	As per "Information Sheet" for the relevant Exam Series available at <a href="https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel">https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel</a>
Admin Fee	25% of the Unit / Subject Fee
Supporting Documentary Evidence	None
Processing Timeline	3 Months from Submission Deadline

<b>Cambridge International</b>	
Submission Deadline	As per "Information Sheet" for the relevant Exam Series available at <a href="https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge">https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge</a>
Admin Fee	25% of the Subject Fee
Supporting Documentary Evidence	None
Processing Timeline	3 Months from Submission Deadline

### **How to Apply:**

Fill this "[Online Form](#) – [LINK \(PLEASE CLICK HERE\)](#)" before the respective deadline.

### **Important:**

- Please ensure the form is accurately filled in the first attempt. Avoid multiple submissions.
- Late, Incomplete and/or Inaccurate responses will be rejected.
- Refund Acceptance or Rejection will be at the sole discretion of Exam Board.
- Approved Refunds will be paid via Bank Transfers (Offline Payments) or directly to the respective Credit/Debit Card (Online Payments).
- British Council is not liable for errors caused as a result of incorrect information provided.

## Stage 2

<b>Pearson Edexcel</b>	
Submission Deadline	As per "Information Sheet" for the relevant Exam Series available at <a href="https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel">https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel</a>
Admin Fee	25% of the Unit / Subject Fee
Supporting Documentary Evidence	As stated below depending on the reason
Processing Timeline	5 Months from Submission Deadline

<b>Cambridge International</b>	
Submission Deadline	As per "Information Sheet" for the relevant Exam Series available at <a href="https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge">https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge</a>
Admin Fee	25% of the Subject Fee
Supporting Documentary Evidence	As stated below depending on the reason
Processing Timeline	5 Months from Submission Deadline

### **Supporting Documentary Evidence:**

- Illness or Injury – Medical Certificate from “**Approved List of Hospitals**” covering the missed exam date(s).
- Bereavement – Copy of Death Certificate.
- Copy of Statement of Entry (SOE)
- “Pearson Edexcel Stage 2 Refund Application Form” – Downloadable form  
[https://www.britishcouncil.lk/sites/default/files/pearson\\_edexcel\\_stage\\_2\\_refund\\_application\\_form.pdf](https://www.britishcouncil.lk/sites/default/files/pearson_edexcel_stage_2_refund_application_form.pdf)  
*(Required **only for Edexcel Stage 2 Refunds**).*

### **How to Apply**

**Step 1-** Fill and complete the School Exam Refund online form - [LINK \(PLEASE CLICK HERE\)](#)

**Step 2-** Candidates will receive an acknowledgement email.

**Step 3-** Candidates reply to the email with the supporting documents.

**Important:**

- Please ensure the above steps are duly followed and the form is accurately filled in the first attempt. Avoid multiple submissions.
- Late, Incomplete and/or Inaccurate responses will be rejected.
- Late Entry Fees are non-refundable.
- Medical Certificates will only be accepted from the “Approved List of Hospitals”.
- Refund Acceptance or Rejection will be at the sole discretion of Exam Board.
- Approved Refunds will be paid via Bank Transfers (Offline Payments) or directly to the respective Credit/Debit Card (Online Payments).
- British Council is not liable for errors caused as a result of incorrect information provided.