



Request for Refund or Test Date Transfer Form

Information for Candidates

Candidates who seek to cancel their registration or transfer test dates within the five-week period prior to the test date will only receive a refund if they can satisfy to the Administrator that their ability to sit the test has been affected by illness or serious cause. Serious causes include:

- illness – e.g. hospital admission, serious injury or illness (does not include minor illness such as a mild cold)
- loss or bereavement – death of a close family member
- hardship/trauma – victim of crime, victim of a traffic accident
- military service.

Application Process for Refunds

Candidates must lodge an application for refund no later than five working days after the test date. Candidates must complete a Request for Refund Form and attach the appropriate documentation and/or evidence. Acceptable documents may include a medical certificate from a qualified medical practitioner, a death certificate, or a police report. Statutory declarations and certificates signed by family members are not acceptable.

The Administrator will advise the candidate within one week of lodging the application whether or not their request has been approved.

Refunds – If the candidate's application is approved, the centre will refund the test fee to the candidate. However the centre may deduct an administrative fee (no more than 25% of the test fee).

Transfers – If the candidate's application is approved, candidates must select a test date within the next three-month period and this will be approved by the Administrator depending on availability for the selected test date. There may be limited availability for test dates in the first five-week period. Candidates who wish to transfer to a test date more than three months away should apply for a refund and then re-apply for the test.



Request for Refund or Test Date Transfer Form

Supporting documentation / evidence: Medical
(This form must be accompanied by an original medical certificate.)

Professional Practitioner Certificate (to be completed by medical practitioner)

Date/s of consultation:

Candidate affected on the test day (please circle appropriate letter):

- | | |
|------------------------------------------------------|----------------|
| A totally unable to sit exam | specify period |
| B very severely affected but able to sit exam | specify period |
| C severely affected but able to sit exam | specify period |
| D moderately affected but able to sit exam | specify period |
| E slightly affected but able to sit exam | specify period |
| F unable to assess ability to sit exam | specify period |

Candidate affected at some time prior to the test day (please circle appropriate letter):

- | | |
|------------------------------------------------------|----------------|
| A totally unable to sit exam | specify period |
| B very severely affected but able to sit exam | specify period |
| C severely affected but able to sit exam | specify period |
| D moderately affected but able to sit exam | specify period |
| E slightly affected but able to sit exam | specify period |
| F unable to assess ability to sit exam | specify period |

Remarks: nature of illness and other relevant information (with reference to the candidate's capacity to sit an exam) which will assist in any assessment of this application for special consideration.

Practitioner's name:

Address:

Phone number:

Provider number: (if applicable):

Stamp:

Signature:

Supporting documentation / evidence: Other (police report, military service notice, death notice).

Please specify and attach relevant documentation/evidence

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.

Payment options

Option 1: Payment at one of the British Council Offices (Riyadh & Al Khobar only).

Option 1 is not available in Jeddah.

Option 2: Direct Deposit at SABB

Directly deposit the fee at your nearest SABB branch - <http://www.sabb.com/ar/personal/tools/branches-and-atm-locator/>

Please make sure to include your IELTS reference number, centre name and mobile number on the deposit slip as reference for your payment at the time of deposit. Once you have paid the correct fee, please email a copy of the deposit slip as proof of payment with duly filled Application for Test Date transfer (page 1) (quoting your IELTS reference Number and Centre Name in the subject line) to ExamsRegistration@sa.britishcouncil.org

Option 3: Direct Bank Transfer

Online direct bank transfer from your account to the British Council's account. In this case you need to add the British Council as a beneficiary for your transfer.

Please make sure to enter your IELTS reference number, Centre Name and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee, please email a copy of the transfer as proof of payment with duly filled Application for test Date Transfer (page 1) (quoting your IELTS Reference Number and Centre Name in the subject line) to ExamsRegistration@sa.britishcouncil.org

British Council Bank Details

Bank name	The Saudi British Bank
Branch address	Shara Dabab Branch, PO Box 17682, Riyadh 11494, Saudi Arabia
Account name	British Council
Account number	003 001 328 003
IBAN number	SA58 4500 0000 0030 0132 8003
Swift Code	SABBSARI

Important Note: Please note your request will be processed within 7 days from the receipt of payment confirmation and Application, to (ExamsRegistration@sa.britishcouncil.org).

Disclaimer:

Missing or incorrect IELTS Candidate Numbers, Centre Name and mobile numbers provided at the time of deposit may result in the British Council unable to track your registration fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	920003668
Email	KSAinfo@sa.britishcouncil.org