

CENTRE NUMBER: PL	CENTRE NAME (city):
TEST TAKER SURNAME AND NAME (please print):	
I AM REGISTERED FOR: <input type="checkbox"/> IELTS on paper <input type="checkbox"/> IELTS on computer <input type="checkbox"/> IELTS UKVI <input type="checkbox"/> IELTS Life Skills A1 <input type="checkbox"/> IELTS Life Skills B1	
TEST TAKER REFERENCE NUMBER (from your profile on Test Taker Portal):	TEST DATE:
I HEREBY REQUEST: REQUEST SUBMITTED WITHIN THE DEADLINE SPECIFIED IN THE TEST REGULATIONS: 1) <input type="checkbox"/> FREE TRANSFER TO THE TEST ON (DATE): 2) <input type="checkbox"/> 100% REFUND OF THE TEST FEE (proof of payment for the test must be attached to the request) 3) <input type="checkbox"/> 100% REFUND OF THE EOR FEE (Enquiry On Result - change of test score resulting from an enquiry; attach proof of payment for the EOR) REQUEST SUBMITTED AFTER THE DEADLINE SPECIFIED IN THE TEST REGULATIONS: 4) <input type="checkbox"/> TRANSFER AT COST (25% TEST FEE) TO THE TEST ON (DATE): (proof of payment for the transfer and the appropriate certificate supporting resignation must be attached) 5) <input type="checkbox"/> 75% REFUND OF THE TEST FEE (proof of payment for the test and the appropriate certificate supporting resignation must be attached to the request)	
IF YOU REQUEST REFUND OF THE TEST FEE PLEASE PROVIDE THE FOLLOWING INFORMATION: Please sent the refund by: <input type="checkbox"/> bank transfer in PL to the following bank account in Poland account owner: bank name: account number: <input type="checkbox"/> postal order to the following address in Poland (any postal charges will be deducted from the amount of the refund) recipient's name and surname: street, house and flat number: post code and town: <input type="checkbox"/> transfer to the card used for online payment at test registration stage: card owner: last 4 digits from the card number given of the card used for test payment: <input type="checkbox"/> transfer to the account used for online payment at test registration stage (Przelew24: BLIK / online transfer)	
NUMBER OF THE INVOICE ISSUED BY THE BRITISH COUNCIL FOR THE PAYMENT THAT IS BEING REFUNDED (please attach a copy of the invoice): <input type="checkbox"/> I did not receive an invoice	
E-mail address required for sending invoice correction by the British Council:	
By signing this form you consent to our processing your personal data for the purposes of realisation of your transfer/refund for the test in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 2016.119.1), then GDPR. Your personal data will be stored at the Fundacja British Council premises in Warsaw for the purposes listed above in the period of time necessary for task realisation. Information about yourself will by no means be used for discrimination purposes. You have the right to view your data as well as to correct them. Additionally personal data containing information about health condition undergo particular protection resulting from GDPR More information on how we process personal data can be found on https://www.britishcouncil.org/privacy-cookies/data-protection . Additional questions can be sent to the e-mail rodo@britishcouncil.pl or to the postal address Fundacja British Council ul. Koszykowa 54 00-675 Warszawa, with a note „data protection”. I confirm, I have read the above information and agree to processing my personal data for the above mentioned purpose and under the described conditions.	
The test taker signature:	Date:

To be completed by the British Council:

<i>Signature confirming receipt of documents:</i>	<i>Date:</i>
<i>Signature of the test administrator confirming refund approval:</i>	<i>Date:</i> <i>Amount to be refunded in PLN:</i>
<i>Invoice number of the payment which is being refunded:</i>	<i>Correction invoice number:</i>
<input type="checkbox"/> An invoice for the amount that is being refunded was not issued.	<input type="checkbox"/> Correction invoice will not be issued.

Additional information

This form, together with proof of payment and other required documents, should be delivered to the British Council office in Warsaw or Krakow. The documents can be delivered in person, by post, fax or as a scanned e-mail attachment.

The refund will be payable within 30 days of receipt by the British Council of a full set of correctly filled-in documentation.

The examination fee will be reimbursed to the account / card from which the payment was made.

A candidate who has registered remotely (on-line, by e-mail, or post) and chosen payment by online card payment, BLIK, online transfer, bank transfer, or paid at a bank or post office has 14 days to resign calculated from the day of payment. The candidate should submit proof of payment. Candidates are entitled to a refund of 100% of the amount paid to the British Council account.

Cancellation of the test within 14 days of payment does not apply to:

- candidates for whom the company / institution paid,
- candidates who registered for the test in person at the examination centre,
- candidates who paid for the test by card at the examination centre,
- candidates who took the whole test within 14 days from the date of registration.

British Council offices contact details can be found below:

KRAKÓW**Fundacja British Council**

Rynek Główny 6

31-042 Kraków

tel.: 12 428 59 30/39

fax: 12 428 59 40

e-mail: krakow@britishcouncil.pl

WARSZAWA**Fundacja British Council**

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00-675 Warszawa

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e-mail: exams@britishcouncil.pl