

To be completed by the candidate or the school/institution that registered the candidate and paid for the exam:

1. <b>Name of the examination centre</b> (city):		
2. <b>Candidate name and surname:</b>		
3. <b>Exam name:</b>	4. <b>Exam version:</b> <input type="checkbox"/> paper-based (PB) <input type="checkbox"/> computer-based (CB)	5. <b>Written exam date:</b>
6. <b>Name of the school/institution that registered the candidate and paid for the exam:</b>		
7. <b>The candidate registered for the exam in person at the examination centre:</b> <input type="checkbox"/> yes <input type="checkbox"/> no		
8. <b>The candidate paid by card at the examination centre:</b> <input type="checkbox"/> yes <input type="checkbox"/> no		
9. <b>Number of the invoice issued by British Council for the payment which is being refunded</b> (please attach a copy of the invoice): <div style="text-align: right;"><input type="checkbox"/> I did not receive an invoice</div>		
10. <b>An e-mail address is required for the British Council to send a correction invoice:</b>		
11. <b>Candidate number</b> (if applicable):	12. <b>Candidate telephone:</b>	
13. <b>Reason for the refund</b> (details of terms and conditions of refunds to be found in the examination regulations):		
<input type="checkbox"/> the candidate was absent during the examination due to medical reasons. The candidate should submit a medical certificate and proof of payment. Candidates are entitled to a refund of 80% of the payment when refunded by a voucher or 60% when refunded by a bank transfer.		
<input type="checkbox"/> the candidate was absent during the examination because of the death of a close relative. The candidate should submit a copy of the death certificate and proof of payment. Candidates are entitled to a refund of 80% of the payment when refunded by a voucher or 60% when refunded by a bank transfer.		
<input type="checkbox"/> the candidate was absent during the examination because of the candidate's death. The beneficiary should submit a copy of the death certificate and proof of payment. Beneficiaries are entitled to a refund of 100% of the payment refunded by a bank transfer.		
<input type="checkbox"/> resignation from the examination within 14 days of registration. A candidate who has registered remotely (on-line, by e-mail) and chosen payment by 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 exam within 14 days of payment does not apply to: <ul style="list-style-type: none"> <li>- candidates for whom the company/institution paid,</li> <li>- candidates who registered for the exam in person at the examination centre,</li> <li>- candidates who paid for the exam by card at the examination centre,</li> <li>- candidates who took the whole exam within 14 days from the date of registration.</li> </ul>		
<input type="checkbox"/> resignation from examination before the end of the registration period at the British Council. The candidate should submit proof of payment. Candidates are entitled to a refund of 100% of the payment when refunded by a voucher or 80% when refunded by a bank transfer.		
<input type="checkbox"/> examination cancelled because the number of candidates registered is lower than the minimum required. The candidate should submit proof of payment. Candidates are entitled to a refund of 100% of the payment refunded by a voucher or bank transfer.		
<input type="checkbox"/> overpayment to the amount of: .....PLN. The candidate should submit proof of payment. Candidates are entitled to a refund of 100% of the overpayment amount refunded by a bank transfer.		
<input type="checkbox"/> enquiry on results leads to a change of grade. The candidate should submit proof of payment. Candidates are entitled to a refund of 100% of the payment for enquiry on results refunded by a bank transfer.		

**14. Choose a form of refund:**

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- bank transfer in PLN to the following bank account in Poland

account owner: .....

bank name: .....

account number: .....

account owner's postal address: .....

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- voucher which will cover 100% or 80% of the examination fee and can be used within two years from the date of issue

I want to receive the voucher by email to the following e-mail address: .....

.....

By signing this form you consent to our processing your personal data for the purposes of realization of your refund of the fee in accordance with the Data Protection Act. Your personal data will be stored at Fundacja British Council in Warsaw for the purposes listed above. The information will not be used to discriminate against you in any way. You have a right to review and change any personal information we hold on you.

In addition, personal data containing information regarding health conditions is under special protection as a consequence of the Polish Data Protection Act. Please find the information clause [here](#).

I confirm that I have read the above information and agree to the processing of my personal data submitted to and under the conditions described.

<b>15. Signature:</b>	<b>16. Date:</b>
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**Filled in by the person receiving documents at the Centre::**

<i>Signature confirming receipt of documents:</i>	<i>Date:</i>
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**Filled in by the Exam Administrator at the Centre:**

<i>Signature confirming refund approval:</i>	<i>Date:</i>	<i>Amount to be refunded in PLN:</i>
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**Filled in by the British Council:**

<i>Voucher number:</i>	<i>Voucher date of issue:</i> <i>Voucher validity date::</i>
<i>Invoice number for the payment which is being refunded:</i>	<i>Correction invoice number:</i>
<input type="checkbox"/> An invoice for the payment which is being refunded was not issued. <input type="checkbox"/> A correction invoice will not be issued.	

## Additional information

This form, together with proof of payment and any additional documents required, should be delivered to the British Council Examination Centre in which the candidate was registered for the examination not later than two weeks after the written test the candidate was registered for. 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.

Centres contact details can be found below:

### BIALYSTOK

**Fundacja British Council**  
ul. Koszykowa 54  
00-675 Warszawa  
tel.: 22 695 59 00  
fax: 22 621 99 55  
e-mail: [exams@britishcouncil.pl](mailto:exams@britishcouncil.pl)

### KIELCE

**Wyższa Szkoła Ekonomii i Prawa im. Prof. Edwarda Lipińskiego**  
ul. Jagiellońska 109A  
25-734 Kielce  
tel.: 41 345 53 67  
fax: 41 345 78 88  
e-mail: [kielce@examinations.pl](mailto:kielce@examinations.pl)

### OLSZTYN

**Fundacja British Council**  
ul. Koszykowa 54  
00-675 Warszawa  
tel.: 22 695 59 00  
e-mail: [exams@britishcouncil.pl](mailto:exams@britishcouncil.pl)

### WARSZAWA

**Fundacja British Council**  
ul. Koszykowa 54  
00-675 Warszawa  
tel.: 22 695 59 00  
fax: 22 621 99 55  
e-mail: [exams@britishcouncil.pl](mailto:exams@britishcouncil.pl)

### CZĘSTOCHOWA

**English Language Courses British Centre**  
ul. Dąbrowskiego 8/6  
42-202 Częstochowa  
tel./fax: 34 361 59 14  
e-mail: [czestochowa@examinations.pl](mailto:czestochowa@examinations.pl)

### 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](mailto:krakow@britishcouncil.pl)

### POZNAŃ

**English Club**  
ul. Zeylanda 4/1  
60-808 Poznań  
tel. 605 893 938  
e-mail: [poznan@examinations.pl](mailto:poznan@examinations.pl)

### WROCLAW

**English Club**  
ul. Zeylanda 4/1  
60-808 Poznań  
tel. 605 893 938  
e-mail: [wroclaw@examinations.pl](mailto:wroclaw@examinations.pl)

### GDAŃSK

**Ateneum – Szkoła Wyższa**  
ul. 3 Maja 25 A  
Pokój 307, III piętro  
80-802 Gdańsk  
tel.: 58 722 08 60  
e-mail: [gdansk@examinations.pl](mailto:gdansk@examinations.pl)

### LUBLIN

**Centrum Brytyjskie UMCS**  
ul. Zuchów 2  
20-047 Lublin  
tel./fax: 81 741 86 24  
e-mail: [lublin@examinations.pl](mailto:lublin@examinations.pl)

### RZESZÓW

**Szkoła Języków i Zarządzania Promar International**  
ul. Bohaterów 12  
35-112 Rzeszów  
tel./fax: 17 853 09 97, 17 852 06 95  
e-mail: [rzyszow@examinations.pl](mailto:rzyszow@examinations.pl)

### KATOWICE

**English Language Centre**  
ul. Bankowa 14  
40-007 Katowice  
tel.: 32 359 22 11  
fax: 32 359 22 12  
e-mail: [katowice@examinations.pl](mailto:katowice@examinations.pl)

### ŁÓDŹ

**English Language Centre**  
ul. Lindleya 5A,  
90 - 131 Łódź  
tel.: 42 635 53 90,  
504 952 380  
e-mail: [lodz@examinations.pl](mailto:lodz@examinations.pl)

### SZCZECIN

**Open Mind**  
ul. Krzywoustego 9-10  
70-250 Szczecin  
tel.: 502 159 435  
e-mail: [szczecin@examinations.pl](mailto:szczecin@examinations.pl)