

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

1. Name of the examination centre (city):		
2. Candidate name and surname:		
3. Exam name:	4. Exam version: <input type="checkbox"/> paper-based (PB) <input type="checkbox"/> computer-based (CB)	5. Written exam date:
6. Name of the school/institution that registered the candidate and paid for the exam:		
7. The candidate registered for the exam in person at the examination centre: <input type="checkbox"/> yes <input type="checkbox"/> no		
8. The candidate paid by card at the examination centre: <input type="checkbox"/> yes <input type="checkbox"/> no		
9. Number of the invoice issued by British Council for the payment which is being refunded (please attach a copy of the invoice): <div style="text-align: right;"><input type="checkbox"/> I did not receive an invoice</div>		
10. An e-mail address is required for the British Council to send a correction invoice:		
11. Candidate number (if applicable):	12. Candidate telephone:	
13. Reason for the refund (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 or postal order. <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 or postal order. <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 or postal order <input type="checkbox"/> resignation from the examination within 14 days of registration. A candidate who has registered remotely (on-line, by e-mail, or post) 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: – candidates for whom the company/institution paid, – candidates who registered for the exam in person at the examination centre, – candidates who paid for the exam by card at the examination centre, – candidates who took the whole exam within 14 days from the date of registration. <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 or postal order. <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, bank transfer or postal order. <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 or postal order. <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 or postal order.		
14. Choose a form of refund:		
<input type="checkbox"/> bank transfer in PLN 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 fees incurred will be deducted from the amount of the refund) recipient's name and surname: street, house, flat number: post code and town: <input type="checkbox"/> 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 dated 29 August 1997 (Dziennik Ustaw 1997 Nr 133, 883 with later changes).

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.

15. Signature:	16. Date:
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Filled in by the person receiving documents at the Centre::

Signature confirming receipt of documents:	Date:
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Filled in by the Exam Administrator at the Centre:

Signature confirming refund approval:	Date:	Amount to be refunded in PLN:
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Filled in by the British Council:

Voucher number:	Voucher date of issue: Voucher validity date::
Invoice number for the payment which is being refunded:	Correction invoice number:
<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

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

OLSZTYN

**Międzynarodowe Centrum
Biznesu i Administracji Publicznej
UWM**
ul. Prawocheńskiego 19/100
10-720 Olsztyn-Kortowo
tel./fax: 89 523 43 60,
89 523 49 28
e-mail: olsztyn@examinations.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

CZĘSTOCHOWA

**English Language Courses
British Centre**
ul. Dąbrowskiego 8/6
42-202 Częstochowa
tel./fax: 34 361 59 14
e-mail: 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

POZNAŃ

English Club
ul. Zeylanda 4/1
60-808 Poznań
tel. 605 893 938
e-mail: poznan@examinations.pl

WROCLAW

English Club
ul. Zeylanda 4/1
60-808 Poznań
tel. 605 893 938
e-mail: 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

LUBLIN

**Centrum Brytyjskie
UMCS**
ul. Zuchów 2
20-047 Lublin
tel./fax: 81 741 86 24
e-mail: 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: rzeszow@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

ŁÓDŹ

English Language Centre
ul. Lindleya 8
90-131 Łódź
tel.: 42 665 57 55
fax: 42 665 57 60
e-mail: lodz@examinations.pl

SZCZECIN

empik school
pl. Brama Portowa 4
70-225 Szczecin
tel.: 91 434 24 97,
fax: 91 433 45 47
e-mail: szczecin@examinations.pl