

<b>CENTRE NUMBER &amp; NAME: PL</b> PL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> /	
<b>CANDIDATE NAME &amp; SURNAME</b> (capital letters):	
<b>I AM REGISTERED FOR:</b> <input type="checkbox"/> IELTS <input type="checkbox"/> IELTS UKVI <input type="checkbox"/> IELTS Life Skills A1 <input type="checkbox"/> IELTS Life Skills B1	
<b>ON (DATE):</b>	
<b>I HEREBY REQUEST:</b>	
REQUEST SUBMITTED WITHIN DEADLINE SPECIFIED IN TEST REGULATIONS:	
1) <input type="checkbox"/> FREE TRANSFER TO TEST ON (DATE): .....	
2) <input type="checkbox"/> 100% REFUND OF TEST FEE (proof of payment for the test must be attached to request)	
REQUEST SUBMITTED AFTER DEADLINE SPECIFIED IN TEST REGULATIONS:	
3) <input type="checkbox"/> TRANSFER AT COST (25% OF TEST FEE) TO TEST ON (DATE): ..... (proof of payment for the transfer and the appropriate certificate supporting resignation must be attached)	
4) <input type="checkbox"/> REFUND OF 75% OF THE TEST FEE (proof of payment for the test and the appropriate certificate supporting resignation must be attached)	
<b>IF YOU REQUEST A REFUND OF THE TEST FEE, PLEASE PROVIDE THE FOLLOWING INFORMATION:</b>	
<b>Please send the refund by:</b>	
<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:	.....
<b>NUMBER OF THE INVOICE ISSUED BY BRITISH COUNCIL FOR THE PAYMENT WHICH IS BEING REFUNDED</b> (Please attach a copy of the invoice):	
<input type="checkbox"/> I DID NOT RECEIVE AN INVOICE	
<b>An e-mail address is required for the British Council to send a correction invoice:</b>	
By signing this form you consent to our processing your personal data for the purposes of realization of your transfer / refund for the test, 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.	
<b>Candidate's signature:</b>	<b>Date:</b>

*Filled in by British Council:*

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

## 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.

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 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  
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e-mail: [krakow@britishcouncil.pl](mailto:krakow@britishcouncil.pl)

### WARSZAWA

**Fundacja British Council**

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00-675 Warszawa  
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fax: 22 621 99 55  
e-mail: [exams@britishcouncil.pl](mailto:exams@britishcouncil.pl)