

*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. Written exam date:
5. Name of the School/institution that registered candidate and paid for the exam:	
6. The candidate registered for the exam in person at the examination centre: <input type="checkbox"/> yes <input type="checkbox"/> no	
7. The candidate paid by card at the examination centre: <input type="checkbox"/> yes <input type="checkbox"/> no	
8. Number of the invoice issued by British Council for the payment which is being refunded (please attach a copy of the invoice): <input type="checkbox"/> I did not receive an invoice	
9. An e-mail address is required for British Council to send a correction invoice:	
10. Candidate number (if applicable):	11. Candidate telephone:
<p>12. Reason for the refund (details of terms and conditions of refunds to be found in the examination regulations):</p> <p><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 60% refunded by a bank transfer.</p> <p><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 60% refunded by a bank transfer.</p> <p><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.</p> <p><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.</p> <p>Cancellation of the exam within 14 days of payment does not apply to:</p> <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> <p><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 80% refunded by a bank transfer.</p> <p><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 bank transfer.</p> <p><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.</p>	
<p>13. Choose a form of refund:</p> <p><input type="checkbox"/> bank transfer in PLN to the following bank account in Poland</p> <p style="margin-left: 20px;">account owner: .....</p> <p style="margin-left: 20px;">account owner's address: .....</p> <p style="margin-left: 20px;">bank name: .....</p> <p style="margin-left: 20px;">account number: .....</p> <p><input type="checkbox"/> transfer to the card used for online payment at test registration stage:</p> <p style="margin-left: 20px;">card owner: .....</p> <p style="margin-left: 20px;">last 4 digits from the card number given on the card used for exam payment: .....</p> <p><input type="checkbox"/> transfer to the account used for online payment at test registration stage (Przelewy24: BLIK / online transfer)</p> <p><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</p> <p style="margin-left: 20px;">I want to receive the voucher by email to the following e-mail address: .....</p> <p style="margin-left: 20px;">.....</p>	

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>14. Signature:</b>	<b>15. Date:</b>
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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:**

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

**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 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:**

[www.britishcouncil.pl/en/exam/why-exam/centres](http://www.britishcouncil.pl/en/exam/why-exam/centres)