

# IELTS Application

## Test Date Transfer & Cancellation Policy

(Applicable to candidate appearing at IDP:IELTS Australia Centres in Nepal)

Version 1.3: 3<sup>rd</sup> April 2012



The application MUST be supported by adequate and required support documents / evidences, without which the application WILL NOT be accepted / considered. The decision of the centre will be final and binding on the candidate.

### **Request for Transfer of Test Date**

A request using the "Test Date Transfer & Cancellation Form" for shifting of test date (i.e. post-ponement or pre-ponement) to another date must reach the centre in original and AT LEAST 5 WEEKS PRIOR TO THE TEST DATE (i.e. 34 days), ORIGINALLY BOOKED. An administrative charge, of NRs. 3,000/- (Nepalese Rupees Three Thousand only), would be payable by the applicant, which must be paid along with the application for shifting of date. The allotment of the next date of test would be at the sole discretion of the centre and subject to availability.

NO REQUESTS WOULD BE ENTERTAINED after the cut-off period i.e. LESS THAN 5 WEEKS (i.e. 34 days) PRIOR TO THE TEST DATE.

### **Request for Cancellation / Withdrawal**

All applications for withdrawal / cancellation and refund must be sent to the centre using the "Test Date Transfer & Cancellation Form" along with the original receipt of payment of test fee. A withdrawal administrative charge of NRs. 3,000/- (Nepalese Rupees Three Thousand only) will be deducted from the examination fee paid by the applicant, if the application for such withdrawal is received 5 WEEKS (i.e. 34 days) PRIOR TO THE TEST DATE, and the balance NRs. 9,000/- (Nepalese Rupees Nine Thousand only) will be refunded to the applicant, within 4 weeks from the test date for which the candidate was registered.

Requests received, LESS THAN 5 WEEKS (i.e. 34 days) prior to the test date will NOT BE ENTERTAINED and NO REFUND would be possible.

### **Request under "Extra Ordinary Circumstances" – Prior to the test date**

A request received by the centre LESS THAN 5 weeks (i.e. 34 days) prior to the test date, BUT BEFORE the commencement of the test will be treated as a "Cancellation case" subject to the application fulfilling the conditions of "Extra Ordinary Circumstances" as listed hereunder and the centre accepting the application ;

- Serious illness – linked to hospital admission or other serious illness making the candidate not able to sit the test. For e.g. Typhoid, Jaundice, Eye flu, Infectious disease, Surgery etc. Please note, ordinary viral fever, cough, cold, stomach upset etc. WILL NOT BE CONSIDERED.
- Serious injury – linked to hospital admission, or injury such as fracture of the hand used for writing etc.
- Loss or bereavement – death of a close family member, hardships / trauma
- Victim of crime
- Victim of a traffic accident
- Loss of Passport after applying for the test
- Passport submitted to Passport office for any services, after applying,

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- Medical certificate signed by a registered medical practitioner and bearing his / her registration number
- Hospital admission certificate and discharge summary (in case of hospitalization)
- Police report / FIR
- Death certificate signed by a registered medical practitioner and bearing his / her registration number
- Receipt from the Passport Office detailing the passport number and the date when the passport will be given back.

Upon receipt of such request, the Administrator will verify facts and take a decision to EITHER ACCEPT OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of NRs. 3,000/- (Nepalese Rupees Three Thousand only) will be deducted from the examination fee paid by the applicant, and the balance NRs. 9,000/- (Nepalese Rupees Nine Thousand only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

### **Request under "Extra Ordinary Circumstances" – Post test date**

All requests received by the centre NO LATER THAN CLOSE OF OFFICE ON THE NEXT WORKING DAY FROM THE TEST DATE, may be considered as a "Cancellation case", subject to the application fulfilling the conditions of "Extra Ordinary Circumstances", supported by relevant documentary evidence clearly stating that any one of the below listed mis-happening took place on the test date, but before the candidate could reach the test centre, thereby not allowing the candidate to reach the test centre in time for the test. ONLY any one of the following conditions will be considered;

- Loss or bereavement – death of a close family member, hardships / trauma on the test day, before the candidate could leave for the test
- Victim of crime on way to the test venue
- Victim of a traffic accident on way to the test venue
- Loss of Passport on way to the test venue
- Could not travel to the test venue due to Strike / *Bandh*, Riots or other similar circumstances

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- Medical certificate signed by a registered medical practitioner and bearing his / her registration number
- Hospital admission certificate and discharge summary (in case of hospitalization)
- Police report / FIR
- Death certificate signed by a registered medical practitioner and bearing his / her registration number

Upon receipt of such request, the Administrator will verify facts and will take a decision to EITHER ACCEPT the request OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

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Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of Rs. 3,000/- (Nepalese Rupees Three Thousand only) will be deducted from the examination fee paid by the applicant, and the balance Rs. 9,000/- (Nepalese Rupees Thousand only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

**Disclaimer:** The International English Language Testing System (IELTS) is designed to be but one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker has sufficient English skills to successfully be admitted as a student or be considered for employment. IELTS is specifically designed not to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race nationality or religion. Cambridge ESOL, British Council, IELTS Australia Pty. Ltd. and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

If you need any clarification / assistance, please feel free to get in touch with nearest test centre

I have read the above and have understood the same and agree with the terms and conditions laid out.

**Note:** These rules and regulations, are extracted from the Handbook, Information for candidates document and the Application form which is available at the office or can be downloaded from the website [www.IELTSidpNepal.com](http://www.IELTSidpNepal.com). They have been provided as an immediate reference document. However, the candidate is advised to fully read and understand the details provided in the Hand Book, Information for candidates document and the Application form as well. In case of doubt, you may contact your centre.

Applicant's Signature: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



# Request for Refund or Test Date Transfer Form

## Personal details

Title: .....

Given names: .....

Surname: .....

Address: .....

Telephone: .....

Email: .....

Test date registered for (dd/mm/yyyy): .....

Request is for (tick one box):  Refund  Test Date Transfer

Centre name/number: .....

Preferred new test date (dd/mm/yyyy): .....

## Candidate statement (to be completed by the candidate)

Please detail your grounds for applying for a refund or a test date transfer (attach extra sheet if there is insufficient space).

.....

Candidate signature: .....

Date: (dd/mm/yyyy) .....

Received by: .....

Date: (dd/mm/yyyy) .....

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### Test centre use only: Previous request for refunds/transfer

| Registered test date<br>(dd/mm/yyyy) | Date of prior application<br>(dd/mm/yyyy) | Grounds for application  |                          |                          |
|--------------------------------------|---|--------------------------|--------------------------|--------------------------|
|                                      |   | Medical                  | Personal                 | Other                    |
|                                      |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                      |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Request approved  Request NOT approved

Date: (dd/mm/yyyy) .....

.....

(IELTS Administrator)



# Request for Refund or Test Date Transfer Form

## Supporting documentation/evidence: Medical

(This form must be accompanied by an original medical certificate.)

### Professional Practitioner Certificate (to be completed by medical practitioner)

Date/s of consultation: .....

Candidate affected on the test day (please tick appropriate choice):

- Totally unable to sit exam ..... specify period .....
- Very severely affected but able to sit exam ..... specify period .....
- Severely affected but able to sit exam ..... specify period .....
- Moderately affected but able to sit exam ..... specify period .....
- Slightly affected but able to sit exam ..... specify period .....
- Unable to assess ability to sit exam ..... specify period .....

Candidate affected at some time prior to the test day (please tick appropriate choice):

- Totally unable to sit exam ..... specify period .....
- Very severely affected but able to sit exam ..... specify period .....
- Severely affected but able to sit exam ..... specify period .....
- Moderately affected but able to sit exam ..... specify period .....
- Slightly affected but able to sit exam ..... specify period .....
- Unable to assess ability to sit exam ..... specify period .....

Remarks: nature of illness and other relevant information (with reference to the candidate's capacity to sit an exam) which will assist in any assessment of this application for special consideration.

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 .....

Practitioner's name: .....

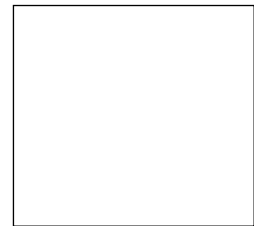
Address: .....

Phone number: .....

Provider number: (if applicable): .....

Signature: .....

Date: (dd/mm/yyyy) .....



Stamp:

## Supporting documentation/evidence: Other (police report, military service notice, death notice).

Please specify and attach relevant documentation/evidence

.....  
 .....

The information on this form is collected for the primary purpose of assessing your request for a refund/test date transfer. If you choose not to complete all the questions on this form it may not be possible for the test centre to process your request.