

International House London IELTS Centre Request form for Cancellation of IELTS test

Candidates must lodge an application for cancellation/refund at least 1 full working day before their scheduled test date.

Deadlines

- Thursday by 5pm for Saturday tests
- Tuesday by 5pm for Thursday tests

Please email your request form to ielts@ihlondon.com

OR

Post your completed refund request form to: *International House London, IELTS Centre, 16 Stukeley Street, Covent Garden, London WC2B 5LQ*

If your application is approved, the centre will refund the test fee within two weeks. Please note that a £38 administrative fee may be deducted if your refund application is lodged more than 14 days from your initial test booking.

Personal Details

Title:		Family Name	
Given name:			
IELTS Reference (15 Digit) Number	10294-	or	00798-
Address:			
Tel:		Email:	
Test date Registered for:			

Please detail your grounds for applying for a refund

Candidate signature:		Date:	
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Test Centre Use Only

Received: _____ Date: _____ Approved/not approved authorised by: _____ Date: _____

Fee refunded to candidate (no charge) OR Fee refunded to candidate (minus £38 admin charge)

Payment updated in ORS (Unpaid): _____

Application cancelled in ORS

Cancellation Form scanned to Cancellation folder in CIAO