
All candidates who wish to apply for a refund of their examination fees should use this form. **25% administrative** fee will be deducted from the original fee in all types of refunds.

For **Cambridge International** exams you may apply for a refund if you are unable to attend your entire exam for **medical** reasons only. If this is the case, you must provide a medical **certificate** from a public hospital or private hospital or medical practitioner, a copy of your Statement of entry to support your application for a refund. The request form and supporting documents must be submitted to the [British Council](#) within two weeks of the date of the written exams. Fees cannot be transferred to a later Exam session or to another type of examination instead of being refunded.

For **Pearson Edexcel** exams you may **not** apply for a refund after the normal registration period closes.

Candidate Name: _____

Centre Number: _____ Candidate Number: _____

Bank Slip no: _____ Exam/ Exam Session: _____

Address: _____

Telephone no/Email: _____

Subjects to be refunded: _____

Description and reason
of refund required: _____

Please note that if the refund is for medical reasons a medical report in English must be attached.

Details of Refund Payment:

Bank Name and Branch _____

Name of A/c Beneficiary/Holder _____

IBAN Account No. _____

PLEASE ATTACH A COPY OF YOUR IBAN CERTIFICATE FROM YOUR BANK TO THIS FORM

For Official Use

Initiated by:	_____
Date:	_____
Original payment: €_____	25%: €_____ Amount to be paid: €_____
WBS and GL account to be charged:	_____
Approved by:	_____
Date:	_____