

**Candidate Name:** .....

Customer Service Exams Staff: ..... Date: .....

Dear IELTS applicant,

We would like to take this opportunity to thank you for registering for an IELTS Examination at British Council Thailand. We understand that you wish to cancel the IELTS examination that you have registered.

Please fill in the cancellation form below. Refund will be available 45 days after your request.

Yours sincerely,

Examinations Services, Tel: 02 657 5678 ext.2 or Email: [examinations@britishcouncil.or.th](mailto:examinations@britishcouncil.or.th)



### IELTS CANCELLATION REQUEST

I have registered for an IELTS examination dated ...../...../.....at British Council test location.....

Unfortunately, I cannot attend the examination on the stated date and would like to cancel it. I agree to receive the refund for the examination as follows:

<input type="radio"/> IELTS on paper <input type="radio"/> IELTS on computer	≥ 35 days: Receive 75% Refund (5,175 THB)
<input type="radio"/> IELTS for UKVI on paper <input type="radio"/> IELTS for UKVI on computer <input type="radio"/> IELTS Life Skills (A1 and B1)	> 14 days: Receive 75% Refund (5,783 THB) > 14 days: Receive 75% Refund (5,783 THB) > 14 days: Receive 75% Refund (4,350 THB)
<input type="radio"/> <input type="radio"/> IELTS for UKVI on paper <input type="radio"/> IELTS for UKVI on computer <input type="radio"/> IELTS Life Skills (A1 and B1)	Within 14 days but >2 days: Receive 50% Refund (3,855 THB) Within 14 days but >2 days: Receive 50% Refund (3,855 THB) Within 14 days but >2 days: Receive 50% Refund (2,900 THB)
<input type="radio"/> <input type="radio"/> IELTS for UKVI on paper <input type="radio"/> IELTS for UKVI on computer <input type="radio"/> IELTS Life Skills (A1 and B1)	Within 2 days: Receive 25% Refund (1,928 THB) Within 2 days: Receive 25% Refund (1,928 THB) Within 2 days: Receive 25% Refund (1,450 THB)

Attached herewith is an original receipt no. ....dated ...../...../..... for .....Baht

#### Refund Method

☐ Credit Card (Estimated Processing Time is 45 Days)-{ - Kindly note that the refund will be credited to the same card you used for the registration. }

Tel. .... Email .....

Signature: .....

Name: ..... Date: ...../...../.....

*For Internal use only*

**For CS staff name:** ..... **Date:** .....

**For OP staff name:** ..... **Date received:** .....

**Date of process** .....