

Candidate Name:.....

CS 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
02 657 5678
examinations@britishcouncil.or.th



IELTS CANCELLATION REQUEST

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

Unfortunately, I cannot attend the examination on the stated date and would like to cancel it.

I agree to pay the cancellation fee of **25%** of examination fee.

- Regular IELTS **1,725 THB**
- CD Regular IELTS **1,725 THB**
- IELTS for UKVI AC/GT **2,252 THB**
- IELTS Life Skill A1/B1 **1,690 THB**

Attached herewith is an original receipt no. dated/...../..... of 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.)

Kindly advise me at Tel. or Email.....

Yours sincerely,

Signature:

Name:.....

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

For CS staff name:	Date:
Receipt no. of Baht	Dated
For OP staff name:	Date of received:
Date of process:	