

- Please fill out the form below
- Send it to Examination Services
- Do not forget to attach your bank details (except if you used online payment) and supporting documents

Candidate's full name			
Address			
Postal Code and City			
Telephone number			
Email			
Exam		Candidate Number (If you know it)	
How did you register for the exam?	<input type="checkbox"/> with the British Council		
	<input type="checkbox"/> with another preparation centre		
Exam Date / session			
Amount paid			
Method of payment		Date of payment	
The last 4 digits of the card used if you used online payment			
Reason for refund			
Name of bank account holder			
<b>IBAN</b>			
Name and address of bank (for foreign bank accounts):			

I have attached my bank details and supporting documents.

Signature:

Date:

For office use only			
Amount to refund:			
WBS & GL account			
Prepared by:		Approved by:	

Please note that these terms and conditions only apply to **individual candidates**. For sessions organised on behalf of an educational institution, the terms and conditions in the 'convention' signed between the two parties apply.

Cambridge English Language Assessment validates registrations on the day of the registration deadline.

- Before that date, candidates may cancel their registration using the form on page 1 with **at least 1 week** notice.
  
- After the deadline for registration has passed, candidates **CANNOT APPLY FOR A REFUND** except in the following circumstances:
  - Certified medical reasons
  - Compassionate reasons
  - National exam (e.g: baccalauréat, etc.)

In either case please complete the form on page 1, attach the corresponding supporting documents (**original** medical certificate with the stamp and signature of your doctor, a death certificate, copy of exam convocation) along with your full bank details (unless you used online payment with a credit card), and send it back by e-mail or by post within **5 working days** after the exam date.

We will advise the candidate within 10 working days of submitting their request whether or not it has been approved.

If your request is confirmed, you will receive a refund of the registration fee; 40 € will be deducted to cover administrative costs (20 € for YLE exams).

Refunds are paid by bank transfer, or will be accredited on your credit card if you used online payment, approximately 8 weeks after receipt of all documents.

En conformité avec les dispositions de la loi du 6 janvier 1978, modifiée par la loi du 6 août 2004 relative à l'informatique, aux fichiers et aux libertés, les informations personnelles que vous nous fournirez sont exclusivement destinées au British Council; elles ne seront pas cédées à des tiers. Dans l'hypothèse où vous ne fourniriez pas ces informations, le British Council ne serait pas en mesure de traiter votre dossier d'inscription. Conformément aux dispositions de la loi susvisée, vous disposez d'un droit d'accès, de rectification et de suppression portant sur les informations vous concernant ou concernant votre enfant. Ce droit peut être exercé en écrivant à : British Council – Exams Services - 9, rue de Constantine, 75007 Paris. Pour de plus amples informations, nous vous invitons à vous reporter à notre politique de protection Informatique et libertés disponible sur demande auprès du British Council.