

In order for the British Council to process your refund application as quickly as possible - please refer to the Exams refund policy and complete this form fully.

PERSONAL DETAILS

FIRST NAME	SURNAME	OTHER NAMES
MOBILE/CELL NUMBER:		OTHER TELEPHONE:
NRC/PASSPORT NUMBER:		

EXAMS YOU APPLIED FOR:	
REASONS FOR CLAIMING REFUND:	
AMOUNT CLAIMED:	

Please ensure the following documents are included with your application form:

- Original bank deposit slip, receipt or payment confirmation.
- Copy of photo identity document.
- Documentation supporting your grounds for refund (medical certificate, death certificate or police report).

DECLARATION

I have read and understood the British Council's Examination Service refund policy and the information I have given in this application is the truthfully and accurate.

Signed: _____

Date: _____

FOR OFFICIAL USE ONLY

NUMBER OF SUBJECTS/PAPERS/UNITS ENTERED FOR		
AMOUNT CLAIMED		
AMOUNT APPROVED		
WBS		
REASON IF APPROVED AMOUNT IS LESS THAN AMOUNT CLAIMED:		
Prepared Exams Officer:	Signed:	Date:
Approved by ESM:	Signed:	Date:
Approved by CD:	Signed:	Date: