



MEDICAL FORM

Candidates who seek to cancel their registration or transfer test dates within the three-week period prior to the test date will only receive a refund if they can satisfy the Administrator that their ability to sit the test has been affected by serious illness or cause. Serious causes include:

- Serious illness – e.g. hospital admission or serious injury (*Does not include minor illness such as a mild cold*)
- Loss or bereavement – death of a close family member
- Hardship/trauma – victim of crime, victim of a traffic accident
- Military service

Application Process for Refunds

Candidates must lodge an application for refund *no later than five working days after the test date*. Candidates must complete a Request for Refund Form and attach the appropriate documentation and/or evidence. Acceptable documents may include a medical certificate from a qualified medical practitioner, a death certificate, or a police report. Statutory declarations and certificates signed by family members are not acceptable.

The Administrator will advise the candidate within one week of lodging the application whether or not their request has been approved. If the request is approved, there will be a fee charged for both cancellations and transfer.

Personal Details

Title:

Given Names:

Surname:

Date of Birth:

Address:

.....

Telephone:

E-mail:

Test Date Registered for: ____/____/____

Centre Name/Number : AU140

Request is for (tick one box): Refund
 Test Date Transfer
Preferred new test date ____/____/____

Supporting Documentation/Evidence

This form must be accompanied by an original medical certificate.

1. Professional Practitioner Certificate (to be completed by medical practitioner)

Date/s of consultation: _____

Candidate affected on the test day (please circle appropriate letter)

- | | | |
|------------------------------------------------------|----------------|-------|
| A totally unable to sit exam | specify period | _____ |
| B very severely affected but able to sit exam | specify period | _____ |
| C severely affected but able to sit exam | specify period | _____ |
| D moderately affected but able to sit exam | specify period | _____ |
| E slightly affected but able to sit exam | specify period | _____ |
| F unable to assess ability to sit exam | specify period | _____ |

Candidate affected at some time prior to the test day (please circle appropriate letter)

- | | | |
|------------------------------------------------------|----------------|-------|
| A totally unable to sit exam | specify period | _____ |
| B very severely affected but able to sit exam | specify period | _____ |
| C severely affected but able to sit exam | specify period | _____ |
| D moderately affected but able to sit exam | specify period | _____ |
| E slightly affected but able to sit exam | specify period | _____ |
| F unable to assess ability to sit exam | specify period | _____ |

Remarks: nature of illness and other relevant information (with reference to the candidate's capacity to sit an exam) which will assist in any assessment of this application for special consideration.

Practitioner's Name: _____

Address: _____

Phone Number: _____

Provider Number (if applicable): _____ **Stamp:**

Signature: _____

Date: ____/____/____

Supporting Documentation/Evidence

2. **Other (police report, military service notice, death notice)**
(please specify and attach relevant documentation/evidence)

The information on this form is collected for the primary purpose of assessing your request for a refund/test date transfer. If you choose not to complete all the questions on this form it may not be possible for the test centre to process your request.

THIS FORM MUST BE RECEIVED BY OUR OFFICE WITHIN FIVE WORKING DAYS OF THE TEST (WHICH IS NORMALLY THE FRIDAY FOLLOWING THE TEST DATE).

PLEASE COMPLETE ALL FOUR PAGES AND RETURN URGENTLY TO:

BY MAIL:

**IELTS OFFICER
UTS INTERNATIONAL
PO BOX 123
BROADWAY NSW 2007
AUSTRALIA**

IN PERSON:

**UNIVERSITY OF TECHNOLOGY, SYDNEY
UTS INTERNATIONAL
LEVEL 3A (DOWNSTAIRS)
TOWER BUILDING (BUILDING 1)
NO. 1 BROADWAY, SYDNEY**

