



## Centre of English Studies – IELTS Test Centre

### Request form for Cancellation of IELTS Test

Candidates must lodge an application for a cancellation a minimum of 5 weeks before their scheduled test date.

Please email your completed refund request form to [examsleeds2@ces-schools.com](mailto:examsleeds2@ces-schools.com) or post to the IELTS Administrator, Centre of English Studies, 8a Royal Parade, Harrogate, HG1 2SZ

If your application is approved, the centre will refund the test fee to your UK bank account. Please note that an administration fee of £30 will be deducted from the test fee.

**Personal Details:**

Full Name:	
Address:	
Telephone number:	
Email address:	
Date of Test:	

**Bank Account Details: (UK Banks Only)**

Name on the bank account	
Account Number	
Sort Code	

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For office use:

Authorised: \_\_\_\_\_

Date: \_\_\_\_\_

Date Emailed to Accounts: \_\_\_\_\_