

Test date booked	___ / ___ / ___	Academic / General	Receipt number
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Family name		Given name	
Passport number		Date of birth	___ / ___ / ___
Address			
Email		Mobile	

Select one of the options below:

<input type="checkbox"/> Transfer to another test date	\$82.50 administration fee	Complete credit card details below Preferred new test date: ___ / ___ / ___ Test venue location: Joondalup/Mt Lawley (circle one) Test module: Academic/General (circle one)
<input type="checkbox"/> Refund - test	\$247.50 \$330 test fee, less \$82.50 administration fee	Complete EFTPOS/credit card details below
<input type="checkbox"/> Refund - EoR	\$176.00 Refund after a successful Enquiry on Results	Complete EFTPOS/credit card details below

Why you are applying for a refund or transfer? _____

Signature of candidate: _____ Date _____

Your refund or transfer is at the Test Centre Administrator's discretion. Please provide evidence to support your application and attach your receipt.

EFTPOS (savings account)

Provide your bank details if you paid for your test or EOR using your savings account

Bank name: _____ Account Name: _____

BSB: _____ Account Number: _____

CREDIT CARD

Provide your credit card details only if you paid for your test or EOR using your credit card

Transfer EOR/test refund

Card number: _____ Card type: Visa/Mastercard (circle one)

Card expiry: ___ / ___ / ___ CCV number: ___ The credit card verification (CCV) number is the last 3 digits found on the back of the card.

Name of cardholder: _____ Phone number: _____

Cardholder signature: _____ Date: ___ / ___ / ___

Address of cardholder: _____ Suburb: _____

Postcode: _____ Mobile number: _____

Office Use Only (IELTS)

Refunds

- Approved by Administrator. Signature: _____
- EOR Refund
- Evidence attached
- Original receipt retrieved, photocopied
- Application moved to refund folder
- Sent copy to Finance

Amount paid \$ _____

Less fees - \$ _____

Refund due = \$ _____

Transfers

- Approved by Administrator. Signature: _____

New test date: _____ / _____ / _____ Module: Academic / General

- Receipt for administration fee of \$82.50 attached **or** administration fee waived at discretion of Administrator
- If candidate number already generated in IWAS, enter RF into record
- Transfer candidate record to new IWAS test date
- Application moved to new test date folder
- Candidate number from original test date: _____

Office Use Only (Finance)

Transaction Description	Account Code	Period	Amount	Inv/Jnl/Pay

Transaction no: _____ Issue date: _____ Bank GL code: _____ Processed: _____

SIGNED/AUTHORISED: _____ (Accountant) Date: _____ / _____ / _____