

# School Exams Cancellation Form

**Please tick as appropriate & use separate forms for each board:**

Cambridge Assessment International Education  Pearson Edexcel Examinations  OxfordAQA International

**Please complete the Details below:**

Candidate's Name: \_\_\_\_\_

Session \_\_\_\_\_ Centre no.: \_\_\_\_\_ Cand No. : \_\_\_\_\_

*If cancelling for Pearson Edexcel Examinations OR OxfordAQA International, kindly mention UCI number below:*

UCI Number: \_\_\_\_\_

Contact number: \_\_\_\_\_

**I would like to cancel the following subjects:**

Qualification Level IGCSE/IAL/GCE	Component Name ex: Biology	Code ex: 0610	Amount Paid	Registered regular/late stage
<b>Total Amount Paid (KD)</b>				

**Reason for Cancellation:**

**Cancellation Policy**

A full refund is payable when cancellation is made before the regular deadline.  
 Cancellations are possible after the 'regular entries' deadline but refund will be issued on medical grounds and at the discretion of examining board ONLY  
 Where REFUND is allowed after the regular entry deadline, an administration fee of KWD 20/- will be deducted from the total amount.

**Please Note:**

1. Refunds following cancellations are approved in accordance with the above cancellation policy, for more information contact our customer services.
2. If you have registered online and paid the fees online using your card, refund will be credited back to same card.
3. If payments are made at the front desk office in British Council, refund will be made through Bank Transfer. Kindly fill the Bank details form and attach a supporting document from the bank which has IBAN and account holder name.
4. All refunds take 4-6 weeks from the date of submission

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

**Date:** \_\_\_/\_\_\_/\_\_\_

**Receipt:**

**Civil ID:**

**For office use:**

CS staff name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Exams staff name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Refund approved by: \_\_\_\_\_

Admin fee: \_\_\_\_\_

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

Amount to be Refunded \_\_\_\_\_

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

UID Number \_\_\_\_\_