

**Cancellation Form – UK International Programme**

**Please tick as appropriate**

Cambridge International	
Pearson Edexcel	
Oxford AQA	

**Please complete the spaces provided below**

Centre number	
School name	
Examinations session	
Candidate name	
Candidate number	
Candidate telephone	
Date	

**I would like to drop the following subjects, and I herein undertake the responsibility of cancellation.**

Level	Subject	Code	Paper number	Option

**Important Notice**
**Refunds**

- If the candidate wishes to drop one subject or the whole registration, he/she must complete the cancellation form. Please follow up with your School Coordinator.
- *Candidates who have given written notice to the British Council of their intention to withdraw from the examination by the last date for regular entry may expect to receive a full refund of the subject fees after the board's approval. A charge of 25% per module will not be refunded.*
- *Candidates who have given written notice to the British Council of their intention to withdraw from an examination from the first day of the start date of late registration may not expect to receive a refund. On medical grounds refund may be issued upon the Board's description.*
- If you have requested a refund after the entries deadline, please do not withdraw the candidate.

- If your refund is approved by the board, we will withdraw the candidate and process your refund.
- Please note that all refund will be issued after the end of the examinaitons period.
- According to our financial regulations all our cheques must be issued with a PAYEE ONLY stamp, therefore, please state clearly the name which should appear on your cheque in case of refund, failing to do so the cheque will be issued in the name of the candidate only.
- If the cheque is not collected within 6 months of its issue date, the cheque will be automatically cancelled.
- In response to COVID-19, refunds will be made as a bank transfer. A follow up e-mail will be sent to collect your bank details.
- Refunds policy is subject to change in response to COVID-19 crisis.

**First Name:**

**Parent's/Carer Name:**

**Surname/Family Name:**