



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. The only exception is if the candidate missed an IELTS test due to illness and a medical certificate must be provided within five days of the main test date.

Please bring or post your completed cancellation request form to: **EXAMINATIONS OFFICE, CENTRE OF ENGLISH STUDIES, 31, DAME STREET, DUBLIN 2** or email to **ielts@ces-schools.com**

If your application is approved, the centre will refund the test fee within two weeks. Please note that a €30 administration fee will be deducted from the test fee.

Personal Details

First Name: _____ Family Name: _____

Tel: _____ Email: _____

Test Date Registered for: _____

Bank Account Information (Please complete if you paid by cash/cheque at CES or by bank transfer. If you paid online by credit/debit card, we will refund your card payment)

Bank Name: _____

Bank Address: _____

Name of Account Holder: _____

Account Number: _____ Sort Code/ Bank Code: _____

IBAN: _____

BIC: _____

Candidate Signature: _____ Date: _____

Test Centre Use Only

Received by: _____ Date: ____/____/____

Request approved/not approved (please circle) Authorised by: _____ Date: ____/____/____

Fee refunded to candidate Candidate deleted from IELTS database

Candidate's application removed from folder Candidate's letter moved to cancellation folder