

退費申請書

Refund Request Form

* 考生請詳細及清楚填寫以下資料，於繳交申請表同時附上相關證明文件正本

*Please complete and submit this form with appropriate evidence.

申請退費項目(必勾選) Refund Items	<input type="checkbox"/> 英國簽證雅思 報名序號 reference number (17 碼): _____ (必填) IELTS FOR UKVI / IELTS LIFE SKILL <input type="checkbox"/> 雅思 IELTS 線上報名序號 reference number (17 碼): _____ (必填) <input type="checkbox"/> 額外成績單 Extra IELTS Report 線上訂單編號(17 碼): _____ (必填) (若紙本申請不需提供) <input type="checkbox"/> 成績複查退費/EOR Refund <input type="checkbox"/> 其他考試/Others		
考生中英文姓名(同護照) Candidate Name	(as shown in passport)		
聯絡電話 Contact Number		身分證件號碼 I.D. Number	(為報名時所填之護照或身分證號碼)
原考試日期 Test Date	DD / MM / YYYY	原考試地點 Test Venue	
申請原因 Reason for Request	<input type="checkbox"/> 考試日期五週前 / 5 weeks prior to the test date <input type="checkbox"/> 重大疾病或事故 (不含輕微/類感冒、或上呼吸道感染症狀，須檢附醫師診斷證明書正本，並詳註症狀及原因) Serious illness, does not include minor illness such as a mild cold or upper respiratory symptoms (with original medical documentation) <input type="checkbox"/> 配偶/直系親屬身故 (請附訃文正本) Loss or bereavement – death of a close family member <input type="checkbox"/> 公務出差 (請檢附公司開立之出差證明，證明需使用公司信紙或印有公司大小章) Business trip (Evidence on company letterhead is required) <input type="checkbox"/> 額外成績單申請條件不符/郵資退費 Refund extra test report/postage <input type="checkbox"/> 其他 / Others _____		
考生簽名 Candidate's Signature		日期 Date	

考生須知 (Notices to Candidates) :

- 雅思考試/英國簽證雅思考試費用退費皆從已繳納之報名費酌收 **20%手續費**。退費金額將由 British Council 考試中心統一匯款到考生的帳戶，退費約需一個月的時間。A **20% administration fee** will be deducted from the IELTS/IELTS for UKVI test fee for any refund. The refund will be directly remitted to the candidate's bank account by the British Council. It will take approximately one month to process.
- 額外成績單及郵資退費則需酌收**台幣 100 元手續費**。An **extra NT\$100** will be charged for requesting a refund for an extra test report or postage.
- 申請退費考生者需填寫完整銀行帳戶資料及繳回由 British Council 開立之統一發票。缺件者恕不接受退費申請。(請看一下後頁規定) The bank details and the original GUI receipt issue by the British Council must be attached to this form. Applications with missing documents will be rejected. (See the policy in the back)
- 已收到學校入學許可皆視為私人原因，不符退費資格均不予受理。Acceptance letters (unconditional/conditional offer) are not acceptable for the reason of refund request.
- 已於原報名序號申請完成變更之場次，均不得以任何理由再次申請此場退費。No refund is permitted if the registration has been transferred or changed.
- 請將此表格及證明文件正本郵寄至下列地址。Please submit this form along with your original evidence to the following address:

British Council 考試服務部門
11073 台北市信義區松高路 9 號 26 樓

British Council Examinations Services
26F, NO.9 Song Gao Road, Taipei 11073

The British Council 考試中心保有更改考期或退費之最終決定權。The British Council reserves the right to change the test date or refund at its discretion.

(請勾選和圈選) 已提供統一發票 (請和表格裝訂在一起) / 無收到統一發票。

(Please circle) Attached the original GUI receipt / Not received the original GUI receipt

****Please staple your original GUI receipt along with this application form.**

請確實提供以下資料。退費將退予考生個人帳戶，請考生將銀行/郵局明存摺封面影本隨件附上。考生若無個人帳戶，需提供親筆簽名之委託書，委託他人帳戶匯退。資料有誤或不齊全將會造成退費延誤，請再次檢查您所提供的資料是否正確、有無遺漏。無法提供銀行或郵局資料者，恕不接受申請。Please provide your bank details below, or simply attach a copy of your bankbook to avoid any delay that may be caused due to missing or incorrect data. We are unable to process a refund request without bank details.

銀行 / 郵局

Bank :

分行 / 支局

Branch :

帳戶名稱 (需為考生姓名)

Account Name: (Same as candidate)

帳戶號碼

Account Number:

若您希望費用退還至海外帳戶，請提供以下資料。Please provide your bank details below if you want your refund return to your overseas bank account :

銀行 / 郵局

Bank :

分行 / 支局

Branch :

帳戶英文名 (需為考生姓名)

Account Name in Capital Letters: (Same as candidate)

帳戶號碼(請向銀行查明此帳戶可收美金)

Account Number:

銀行國際代碼:

SWIFT Code:

提醒您：海外匯款將產生高額銀行手續費，銀行將從退費金額中自動扣除相關手續費用。如匯款至中國帳戶，我們將以美金匯出。如因上述資訊有誤，匯退將無法成功。

以下由 British Council 填寫 For Office Use Only

經辦人簽名 Received by		授權印章 (Stamp)
日期 Date		