

REQUEST FOR REFUND FROM SYDNEY COLLEGE OF ENGLISH
CAMBRIDGE TEST CENTRE

NB: Once an enrolment has been submitted, we can only consider a refund in an emergency or medical situation with supporting documentation.

I request a partial/total refund from SCE Cambridge Test Centre

Name: _____

Exam: _____ Session: _____

When did you book for this test? _____

Who did you book through: School/College or Individual Booking? (please circle) Name of School/College? _____

Do you have a receipt of how much you paid? YES/NO

Are you claiming a partial or full refund? _____

What are the reasons fro your request for a partial/total refund from this session of this Cambridge Test from SCE Cambridge Test Centre?

Have you any documentation to attach to this request?

YES or NO?

Please attach the documentation (**receipt; doctor's certificate, any other supporting documents**) to this request form. Please make sure that you make photocopies of each document in case of loss.

Office Use Only

1. Have all the documentation been cited? YES or NO

2. Have the reasons been given supported by the documentation presented?

YES or NO

3. Do you consider a partial/total refund is appropriate? YES or NO

Please issue a partial/total refund to the person on this request

_____ (SCE Cambridge Examination Manager)

Date Issued: _____ Referred to Accounts Dept. On: _____