

Only applicable for Cambridge English examinations except Cambridge English: Young Learners (YLE), Academic and Professional examinations.

此申請表只適用於劍橋英語考試，但並不包括劍橋英語：基礎考試、學術及專業考試。

Enquiries 查詢電話 : 2913 5100
By email 電郵 : yle@britishcouncil.org.hk
By Post 郵寄地址 : British Council, 3 Supreme Court Road, Admiralty, Hong Kong
香港金鐘法院道 3 號英國文化協會

Please complete and return the form with supporting documents to Exams Customer Service Centre, British Council within 3 working days of your exam date or on receipt of confirmation from schools/organizer. Late submission will not be processed. All applications attract an administration fee of 50% of the exam fee paid.

Refund applications take four to six weeks to process.

請填妥申請表，連同有關證明文件於考試後或收到學校/主辦機構通知書的 3 個工作天內透過電郵或郵寄交回英國文化協會考試部顧客服務中心。逾期申請概不受理。所有申請均須繳付行政費，金額相等於已支付考試費的 50%。

退款申請需時四至六週辦理。

BLOCK LETTERS PLEASE 請用正楷填寫

Personal information collected is for refund purpose only 個人資料只用作處理考試退款申請

Candidate Details 考生資料

Name 姓名 (English 英文) _____
Family Name 姓 _____ Other Name(s) 名 _____
(Please write name as shown on your ID card 請填寫身份證上的姓名)

Date of Birth 出生日期 _____ DD 日日 _____ MM 月月 _____ YYYY 年年年年

E-mail Address 電子郵件地址 _____

Mobile Phone Number 手提電話號碼 _____

Examination Information 考試資料

Examination Name 考試名稱 _____

Examination Date _____ DD 日日 _____ MM 月月 _____ YYYY 年年年年 (AM 上午 / PM 下午) *
Please delete as appropriate 請刪掉不適用者

Reason for a Refund 申請退款原因 _____

(Please attach relevant supporting document 請夾附有關證明文件)

Confirmation of Bank Details 銀行資料確認書 (Please attach a copy of the front page of the bank book or bank statement showing your name and account number 請夾附銀行存摺簿首頁或月結單上印有閣下姓名及戶口號碼的影印本)

Name of Savings / Current Bank Account Holder 銀行儲蓄 / 往來賬戶持有人姓名

(in BLOCK letters 英文正楷) _____
(Name of account holder must be identical to the bank account 賬戶持有人姓名必須與銀行戶口相同)

Name of Bank 銀行名稱 _____

Savings / Current Account Number 儲蓄 / 往來賬戶號碼 _____ - _____ - _____
(Account number must be identical to the bank account 賬戶號碼必須與銀行戶口相同) Bank code 銀行編號 Branch code 分行編號 Account number 戶口編號

Signed and agreed by 同意及簽署 _____

Name 姓名 _____ Date 日期 _____