IELTS™

IELTS TEST – Application procedure

All applicants must apply in person to RMIT English Worldwide.

DOCUMENTATION REQUIRED	HOW TO FILL OUT APPLICATION FORM
☐ Attach **2 passport size photographs** to page 1 of application form. Photographs must be **no more than 6 months old**, and must conform to IELTS guidelines.	☐ Complete all questions on pages 1 - 3
☐ Provide a **photocopy of your passport details page** (name, date of birth, nationality and passport's expiry date)	☐ Read and sign declaration on page 4 ☐ Read and sign "Terms and Conditions" below
☐ Bring your **original, current passport** at time of lodging application	☐ Candidates are given only **ONE** copy of their Test Report Form. Candidates may request for up to 5 additional copies to be sent to academic institutions or government agencies and must provide the centre with an addressed registered envelope.

FEE: $330.00

Payment is required to confirm booking. RMIT English Worldwide accepts EFTPOS, credit card, money order or bank cheque, made payable to RMIT Training. **NO CASH is accepted.**

Terms and Conditions

1. Cancellations **made more than 5 weeks** before the test date will incur an administrative fee of 25% of the full test fee. Cancellations will not be accepted less than five weeks prior to the test.
2. Transfers **made more than 5 weeks** before the test date will incur an administrative fee of 10% of the full test fee. Transfers are not permitted between candidates. Vacant test places will be made available to the general public at a later date. Transfers will not be accepted less than five weeks prior to the test.
3. Refunds, if approved, will incur an administrative fee of 25% of the full test fee.
4. RMIT English Worldwide reserves the right to change the cancellation/transfer policy at any time.
5. Full fee is payable for non-attendance.
6. Candidates who miss their test will only receive a refund (75%) or test date transfer if they can satisfy to the IELTS Administrator that their ability to sit the test has been affected by illness or serious cause. Candidates must lodge a Request for Refund Form with appropriate documentation and/or evidence no later than five working days after the test date. Acceptable documents may include a medical certificate from a qualified medical practitioner, a death certificate, or a police report.
7. **Your current PASSPORT must be presented on the TEST DAY at registration otherwise you will not be able to sit for the test (No certified copies accepted).** You must present the same passport as the one recorded on your application form. If you do not do this you will not be permitted to take the test and you will not be eligible for a refund or a transfer.
8. If you have been issued with a new passport since completing the application form, it is **your responsibility** to inform us of this before the test date. If you think you will not have your passport on the test day for any reason e.g. stolen, lost, lodged with Embassy, it is **your responsibility** to inform us of this prior to the test.
9. Candidates who arrive late will not be admitted to the test.
10. Mobile phones, electronic devices and bags of any description (including handbags, backpacks, and sports bags) must not be taken into the test or interview room. You will be requested to leave your belongings in a supervised area.
    Please note: RMIT English Worldwide takes no responsibility for belongings left in secure/unsecured areas.

By signing this form I certify that I have read the information contained herein and that all information provided is correct, and I have read and fully understand the above Terms and Conditions.

Signature: **Date:**

RMIT ENGLISH WORLDWIDE

Level 1, 393 Swanston St. Melbourne, Victoria, 3000, Australia

Telephone: 03 9657 5800 Email: englishworldwide@rmit.edu.au

www.ielts.org

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GST

In order to determine whether GST applies to your IELTS test, please identify your purpose for taking IELTS, by placing a tick (✔) in the appropriate box:

- ☐ Access to education – Further study ($330 GST – free)
- ☐ Membership of a professional or trade association ($330 GST – free)
- ☐ Registration or licensing for a particular occupation ($330 GST – free)
- ☐ Employment ($330 GST – free)
- ☐ Immigration – Skilled Migration for any of the above ($330 GST – free)
- ☐ Other – including other categories of immigration ($363.00 GST inclusive)

NAME: Family _____ Given _____

DATE: _____/_____/_____

SIGNATURE: _____

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