



RMIT English Worldwide

IELTS TEST – Application procedure

All applicants must apply in person to RMIT English Worldwide.

CHECKLIST – Please read carefully, incomplete applications cannot be accepted. It is the applicant’s responsibility to read and understand the terms and conditions for IELTS test bookings and to provide ALL required documents.

| DOCUMENTATION REQUIRED | HOW TO FILL OUT APPLICATION FORM |
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| <input type="checkbox"/> Attach 2 passport size photographs to page 1 of application form. Photographs must be <u>no more than 6 months old</u>, and must conform to IELTS guidelines. | <input type="checkbox"/> Complete all questions on pages 1 - 3 |
| <input type="checkbox"/> Provide a photocopy of your passport details page (name, date of birth, nationality and passport’s expiry date) | <input type="checkbox"/> Read and sign declaration on page 4 <input type="checkbox"/> Read and sign “Terms and Conditions” below |
| <input type="checkbox"/> Bring your original, current passport at time of lodging application | <input type="checkbox"/> 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: \$317.00

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.
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.** If your passport details have changed you must inform RMIT English Worldwide prior to your test, and if necessary, bring both your new and old passports on the day of your test for verification.
8. Candidates who arrive late will not be admitted to the test.
9. 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: _____

