

All candidates who wish to apply for a refund of their examination fee should use this form and must submit their refund application within 90 days of the payment date. For details of the exact amount that can be refunded you may contact us on 0800 22000 (Mon-Sat 9.00 am to 6.00 pm) or email at [info@britishcouncil.org.pk](mailto:info@britishcouncil.org.pk)

**(Please fill in the required detail in block letters)**

Candidate Full Name \_\_\_\_\_

Centre and Candidate No \_\_\_\_\_

Complete Postal Address \_\_\_\_\_

Contact Number (s) \_\_\_\_\_

Email Address \_\_\_\_\_

Description & Reason of Refund \_\_\_\_\_

\_\_\_\_\_

Pay order payable to \_\_\_\_\_

**(Specify beneficiary's complete account title-Actual candidate or immediate family member only)**

Applicant Signature with Date \_\_\_\_\_

### **Mode of Refunds**

All payments will be made by pay order to bank account holders only. British Council will not re-issue any pay order.

### **Supporting Documents Required for Refund**

- Fee slip (Original applicant's copy- yellow colour)
- Valid copy of candidate's CNIC or Passport
- **In case of unavailability of candidate's own bank account, please provide;**  
(a) **Authorization letter** (b) **Beneficiary's account title (Immediate family member only)** (c) **Valid copy of beneficiary's CNIC**
- Duly filled refund form

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### **For office use only**

Amount to be refunded \_\_\_\_\_

Initiated by (Full Name) \_\_\_\_\_

Signature and Date \_\_\_\_\_

Approved by (Full Name) \_\_\_\_\_

Signature and Date \_\_\_\_\_