Transfer, Cancelation and Refund Policy

If you decide to postpone or cancel five weeks before the scheduled test date, a full refund less a $50.00 administrative fee will be issued. No refunds will be issued if you make the request less than five weeks before the scheduled test date. We regret that we cannot make exceptions to the refund policy for candidates who register late. Refunds are paid by cheque and usually take 8 to 10 weeks from the date of your request. Complete and forward the Refund/Transfer form to ielts@mohawkcollege.ca

If you were unable to sit the exam due to illness, your transfer/cancellation request must be received in our office within 5 days after your test.

Transfers

To transfer to a different test date, you must send a certified cheque or money order for $35.00 to the IELTS Test Centre, and a transfer form that you need to fill out. You may pay by debit, VISA, Mastercard or cash if you submit your form in person at the IELTS Registration Centre located in J107. You may also pay by debit, money order or bank draft if you submit your form in person at the IELTS Test at Mohawk College. Both payment and form must be received at least five weeks before your original test date. Please note that you must select a test date from the three-month period following your original test date.

Test Day Confirmation

Your confirmation letter will contain information about the test location and schedule. You are required to bring your current passport or Permanent Resident Card (the same as listed on your application form). If you do not bring your current passport or Permanent Resident Card you WILL NOT be able to write the test. There are NO exceptions.