

# IELTS Test Application Procedure

# Form 2

## All applications must be made in person at:

Monash University English Language Centre (MUELC)  
Building 73, Clayton Campus

Information may be obtained by calling (03) 9902 0765

Please consult our website: <http://www.monash.edu.au/englishcentre/ielts/> for current information and test day availability, download of forms and test day maps or to submit a query. To write to us, please click on 'contact'.

## Documentation required:

- Completed IELTS Application Form
- Completed IELTS Test Application Procedure Form
- 2 passport-sized photographs that meet IDP guidelines (1 with your name written on the back)
- Valid Passport
- Photocopy of relevant pages of Current Passport ( Proof of name, date of birth, passport number, signature, expiry date and photograph)

## Please Note

Applications will not be accepted once a test is full. Until further notice, MUELC is currently accepting only one application per candidate.

## Fees

**\$310 + GST (if applicable)**

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:

- Education (\$310 GST-free)
- Membership of a professional or trade association (\$310 GST-free)
- Registration or licensing for a particular occupation (\$310 GST-free)
- Employment (\$310 GST-free)
- Immigration – Skilled Migration for any of the above (\$310 GST-free)

### Terms and Conditions

#### Request for Refund or Transfer **MUST** be accompanied by a receipt

Any request for test date transfer must be made in writing with an administration fee of **\$70** at **least 5 weeks** before the test date. Any request for cancellation must be made in writing at **least 5 weeks** before the test date and will incur a cancellation cost of 25% of test fee. Candidates requesting a refund will be asked to provide their receipt number.

No refunds will be given for non-attendance on test day.

Candidates may request up to 5 copies of the Test Report Form to be sent to academic Institutions or government agencies and must provide the centre with an addressed registered envelope for each copy.

We make every effort to cater for the special needs of disabled candidates. Requests for special consideration should be addressed to us 3 months in advance supported by appropriate medical certificates.

Candidates who request a transfer or cancellation of their test within 5 weeks of the test date will be charged the full fee unless they are able to provide appropriate medical evidence to support their request within 5 days of the test date.

### Declaration

**I certify that I have read the information contained herein and that all the information provided is correct, and I have read and fully understood the Terms and Conditions.**

**CRICOS PROVIDER**  
Monash University 00008C

**NAME:** Family \_\_\_\_\_  
Given \_\_\_\_\_

**CRICOS PROVIDER**  
Monash College Pty Ltd  
01857J

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **SIGNATURE** \_\_\_\_\_