

# IELTS CEPAS Management Unit (HK058)

## Application form for Waiver of Administrative Fee

### Waiver of Administrative Fee Policy

- IELTS CEPAS Management Unit waives the Administrative Fee for Test Day Transfer Applications and Special Arrangement For Speaking Interview submitted 3 weeks prior to candidates' original selected test date under the following circumstances:
  - Candidate's IELTS test date clashed with his/her university class schedule or examination schedule: This is limited to graduation requirement courses only.
  - Candidate's IELTS test date clashed with the Common Recruitment Examination or the AO/EO examination organized by the Civil Service Bureau.
- Candidates who apply for Waiver of Test Day Transfer Administrative Fee will have to hand in their applications (form can be downloaded from the CEPAS website) together with the necessary original supporting documents 3 weeks prior to candidates' original selected test date.
- Supporting Documents for Waiver of Administrative Fee
  - Letter from candidate's lecturer / professor / university demonstrating that candidate's class / exam schedule has clashed with candidates' IELTS test date. The letter should be issued using the institution's letterhead and with University chop.
  - Acknowledgement letter / email issued by Civil Service Bureau acknowledging receipt of candidate's application for CRE.
- IELTS CEPAS Management Unit reserves the right to refuse any Application for Waiver of Administrative Fee.

IELTS CEPAS Management Unit, Rm 2801, Harbour Centre, 25 Harbour Road, Wanchai, H.K. Tel: 2620 0321 Fax: 2620 0320 Email: info@ugccepa.com

Type of Application (please tick):  **Test Day Transfer**       **Special Arrangement for Speaking Interview**

Application Number: \_\_\_\_\_

Family Name: \_\_\_\_\_ Other Name (s): \_\_\_\_\_  
*(The name should be identical to that on your HKID Card / Passport)*

HKID Card / Passport Number: \_\_\_\_\_ Sex: F / M

Mobile / Other Contact No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

University / Institution: \_\_\_\_\_ Student ID No: \_\_\_\_\_

Original Exam Date: \_\_\_\_\_ Original Exam Venue: \_\_\_\_\_

Reason for Test Day Transfer \_\_\_\_\_

- Type of Supporting Document attached:  Letter issued by University with letterhead/University stamp  
 Letter / email issued by Civil Service Bureau  
 Others (please specify) \_\_\_\_\_

Please fill in the appropriate section according to your type of application

Test Day Transfer (Transfer To)		Special Arrangement for Speaking Interview	
Preferred Exam Date:		Preferred Speaking Date:	
Preferred Exam Venue:		Preferred Speaking Time:	

### **Declaration**

- I certify that the information on this form is complete, true and accurate.
- I understand and accept the Waiver of Administrative Fee for Test Day Transfer Policy.
- I am aware that IELTS CEPAS Management Unit has the right to refuse my application for Waiver of Administrative Fee for Test Day Transfer.
- I understand that I have to submit the related supporting document to the IELTS CEPAS Management Unit before the Unit can process the application.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fax the completed form together with the supporting documents to 26200320 for processing.

OFFICE USE ONLY	Received Date	Approved by	Transfer on	Handled by	Remarks