

IELTS TEST CENTRE (AU233) James Cook ELC Townsville

Application Procedure and Payment Information

In order to register for the IELTS exam you must:

- Fill out all relevant details on the IELTS Application Form, include your passport number on the application and sign on page 4.
- Attach a photocopy of the front ID page of your passport and, if not on the front page, a photocopy of the page which has your signature. This passport must be used on the Test Day to confirm your identity.
- Attach 2 **recent** passport photographs; sign your name on the back of the second photograph.
- Pay the exam fee and notify James Cook English Language Centre, Townsville of your payment details (see below), or payment can be made in person in our office in Walker Street.
- Complete and sign the Cancellation Policy and the GST form (see below)

Please fax, email or bring all documents to our office at the James Cook English Language Centre located in TAFE Block B, Walker Street entrance (next to staff carpark), Townsville. Office hours are 8.30am – 4.45pm

- **Remember to mail the original IELTS Application and attachments to us, to be received in this office within three business days after your fax or email is sent, or your place may not be confirmed.**

The postal address is: IELTS Administrator, James Cook ELC, PO Box 5442, Townsville Qld 4810

Cancellation Policy

- Candidates who cancel their test within the 5 weeks prior to a test date will not receive a refund.
- Candidates who wish to postpone or defer their test date within the 5 weeks prior to a test date will not receive a refund and must pay the fee again.
- You can cancel or transfer to another test date if we receive notice no later than 5 weeks before the test for which you are registered.
- To cancel a test, we will refund the exam fee less a 25% administration charge.
- The administrative fee for a date transfer is \$25.

I understand the above cancellation policy. _____

CANDIDATE SIGNATURE

Please fill in the GST form below and make your payment according to the payment authority instructions overleaf.

GST

In order to determine whether GST applies to your IELTS test, please identify your purpose for taking IELTS, placing a tick (✓) in the appropriate box:

- Access to education (\$317 GST-free)
- Membership of a professional or trade association (\$317 GST-free)
- Registration or licensing for a particular occupation (\$317 GST-free)
- Employment (\$317 GST-free)
- Immigration – Skilled Migration for any of the above (\$317 GST-free)
- Other - including other categories of immigration (\$ 348.70 GST-inclusive)

NAME: Family _____ **Given** _____

DATE: ____/____/____ SIGNATURE: _____

(Please see next page for payment details)



Payments can be made by: Cash, Direct Deposit, Cheque, Money Order, Mastercard and Visa Card.
Please make cheques or money orders payable to James Cook ELC, Townsville.

For a **DIRECT DEPOSIT**, the details of our Bank Account are:

King's International College

Bank: National Bank of Australia

Swift Code: NATAAU3302s

Branch: Burleigh Waters, Queensland, Australia

Branch No: 084572 **Account No:** 680865568

Account Name: James Cook ELC, Townsville

If you chose to make a **DIRECT DEPOSIT** into our bank account, please fill out the following details:

Bank _____

Branch where you made the deposit: _____ Amount: _____

Date of deposit: _____

**** A copy of the deposit slip must be included as proof of payment**

For payment by **CREDIT CARD** please complete the following details and mail, scan / email or fax it to us on **(07) 4724 4586** with your application.

Payment Authority to: James Cook English Language Centre, Townsville

FROM (name) _____

Please charge my Mastercard / Visa Card / Bank Card for the amount of \$ _____

Today's Date: _____

Type of Card: _____ (Debit/Credit Card)

My credit card number is:

Validity: / CCV 3-digit number: (Printed in the signature panel on the back of the credit card following the 16-digit card number).

Name on Card: _____

Address: _____ Postcode _____

Signature of cardholder: _____