

## MODULO RICHIESTA CANCELLAZIONE

### Il Sottoscritto

chiede di cancellare la prenotazione al test:  TOEFL  GRE  GMAT

effettuata in data:

numero ricevuta:

Data confermata:

numero conferma: 88 0000 0000

e di procedere alla richiesta di rimborso secondo le procedure scelte nel modulo allegato.

Firma..... Data.....

### NOTE IMPORTANTI

Ai fini della richiesta di rimborso è necessario che la cancellazione della prenotazione sia effettuata non oltre **quattro giorni** (sette per GMAT e GRE) lavorativi antecedenti alla data confermata per il test.

Il diritto al rimborso decade se la prenotazione non viene cancellata per tempo.

**Il presente modulo, compilato e firmato e la richiesta di rimborso possono essere inviati anche via fax al numero: + 39 02 869.3351**

# TOEFL® Refund Request Form

A partial refund of US\$65 is available. Complete this form and send it to:

TOEFL Services  
Educational Testing Service  
PO Box 6151  
Princeton, NJ 08541-6151, USA, or

- Check this box if you canceled your appointment and are requesting a refund.
- Check this box if you received a CBT voucher and are now returning it for a refund.
- Check this box if you are returning an unused paper-based test admission ticket.

NAME: \_\_\_\_\_  
Family Name (Surname)      Given Name      Middle Name

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

Canceled Test Date: (Month)   Day   (Year)

Date of Birth: (Month)   Day   (Year)

Appointment Confirmation/Registration Number

Check if you paid by:  American Express    Discover    JCB  
 MasterCard    VISA and enter your card number and expiration date.

Credit Card Expiration Date (Month)   (Year)



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## How to Fill in the Score Report Request Form

To complete the form on page 31, follow the instructions below.

Fill in your appointment confirmation/registration number, name, date of birth, and test date.

To order an official score report for an institution, look at List A: Institution Codes in the *Bulletin*. Find the name of the institution to which you want your official score report sent. Then print the name, address, and code number in the spaces provided. If you are applying to an institution that is not listed, contact the institution or agency and ask it to provide you with its ETS/TOEFL-assigned code number, or you can ask ETS for the code number. If the institution or agency does not have an ETS/TOEFL-assigned code number, fill in the institution name and the complete mailing address, but leave the institution code area blank.

If you plan to study at the undergraduate level, or if the institution is not a college or university, leave the space for department name blank and write 00 in the boxes for department code.

If you are applying for graduate study (that is, you have already earned a bachelor's degree at a college or university), look at List B: Department Codes. Find the name

of the department in which you plan to study and then copy the name and two-number code. If your department is not listed, write 99 in the spaces for department code. You must write a department code number so ETS can send your score report to the office the graduate institution has named to receive TOEFL score reports. If you do not write a department code, your official score report may be sent to the institution's undergraduate school.

**NOTE:** After you submit your completed form, you cannot delete or change designated institutions or department codes. List no more than eight institutions on this form. If you wish to order more than eight reports, you may photocopy the form.

## Payment

1. See "Registration Information" in the *Bulletin* for preferred forms of payment and other payment policies. Do not send cash. If you are paying by credit card, write in the number of your American Express, Discover, JCB, MasterCard, or VISA card (no other credit card may be used). Enter the month and year of your card's expiration date in the spaces indicated. The total amount due will be calculated automatically at ETS and billed to your account. Receipts for bank checks or bank money orders are not acceptable. The actual negotiable

check or money order must accompany the form.

**NOTE:** By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment, and you will not receive a canceled check.

2. If you do not send enough money, the TOEFL office will send reports only to as many institutions as you paid for, no matter how many you requested. (Fees are subject to change without notice.)
3. Sign and date the form before mailing.
4. Mail the form and payment to TOEFL, Educational Testing Service, PO Box 6153, Princeton, NJ 08541-6153, USA.
5. If you are paying by credit card, you may fax the form. Faxed requests will not be processed unless complete credit card information is provided. The fax number is 1-609-771-7500.

**NOTE:** All Score Report Request Forms will be processed upon receipt, and a charge will be made to your credit card. If you think your faxed Score Report Request Form may not have been received by TOEFL Services and you attempt to send the information again, write "DUPLICATE" in large letters on all repeat requests. This will help avoid extra processing by TOEFL Services and unnecessary charges to your credit card.