

# Rescheduling Cancellation and Refund Policy for SELT



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Public

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## Document Revision History

Version	Date	Description of Change
2.1	13/06/2024	Minor update
2.0	28/06/2021	Updates on timetable of refund request
1.1	19/06/2020	Revision
1.0	04/02/2020	Initial Version

## 1. About us

LanguageCert is a business name of PeopleCert Qualifications Ltd, hereinafter referred to as LanguageCert. It is part of PeopleCert Group, a leading global certification provider that has been delivering millions of exams in 215 countries.

LanguageCert is a UK-registered awarding organisation, responsible for the development and awarding of language qualifications. It is recognised and regulated by Ofqual and Qualification Wales and approved by UK Visas and Immigration as a Secure English Language Test (SELT) Provider worldwide.

LanguageCert's SELT tests are delivered through a business partnership of PeopleCert and Prometric.

Prometric is a leading provider of technology-enabled testing and assessment solutions to many of the world's most recognised licensing and certification organisations, academic institutions, and government agencies. It supports more than 7 million test takers annually at testing locations in more than 160 countries around the world.

## 2. Introduction

This policy is aimed at our candidates, who have enrolled on or have taken a SELT test with LanguageCert. It sets out the applicable framework, as well as the process that should be followed when submitting requests for Exam Rescheduling, Cancellations and Refunds.

## 3. Cancellation/ Rescheduling by the candidate

Candidates have the right to cancel or reschedule their initial appointment for SELT tests. Please note that registration and booking of a SELT test is only considered complete when your SELT payment (via credit card only) is complete.

A fee may be charged for refunds and cancellations. The fee amount depends on the length of time remaining before the exam. Cancellation and rescheduling terms are detailed in the table below.

Cancellation		Rescheduling	
Notice Period	Fee	Notice Period	Fee
Within 14 calendar days after purchase	Full refund	Up to 72 hours before the exam	Free
Up to 72 hours before the exam	50% of the Exam Fee		
Less than 72 hours before the exam	No refund	Less than 72 hours before the exam	£50
Emergencies	50% of the Exam Fee	Post-exam	£100

- Where possible, LanguageCert will support the candidate with test rescheduling.
- For cancellations that incur a cancellation fee, the fee will be retained by LanguageCert and the remaining balance will be refunded to you.
- For exams that are rescheduled (and incur a rescheduling fee), the additional rescheduling fee will be charged.
- In cases of emergency (e.g. Illness or injury, close family bereavement, being subject to a crime or accident, or a commitment such as military service), LanguageCert may make an exception as to where a cancellation fee will be charged. Official documentation (such as from a qualified doctor, lawyer, public Authority, etc.) must be provided, in English, for any exception to be considered.

#### 4. How to cancel/reschedule a test

You should send your request for cancellation of a SELT test to our Customer Service team at [SELT@languagecert.org](mailto:SELT@languagecert.org) or you can telephone using numbers available on our website: [www.languagecert.org/help-and-support](http://www.languagecert.org/help-and-support).

In case you want to request a refund, you will be asked to complete a "Request for Refund" form, which is publicly available on our website. Once complete, email the form and any necessary documentation to evidence the reason(s) for your refund request to [SELT@languagecert.org](mailto:SELT@languagecert.org).

We will inform you of the decision regarding the refund within 7 calendar days of receiving the request.

If you would like to reschedule a test, this can be done through your Candidate profile.

#### 5. Cancellation/ Rescheduling by LanguageCert

We strive to avoid cancellations or test rescheduling but if due to unforeseen events, it is inevitable, we will notify the affected candidates using the contact details provided during registration. If rescheduling or cancellation is required, candidates will be offered the following 2 options:

- **Rescheduling of the test at no further cost**, within the next 14 calendar days.
- **A full refund**, should the candidate decide not to re-book the test. The refund will be reimbursed within 10 calendar days from the cancellation, depending on the candidate's bank's policy, using the method used for the initial payment.

If any specific, unavoidable and non-refundable costs were incurred by the candidate, due to a LanguageCert cancellation, we commit to refunding these where sufficient and valid evidence (e.g., receipts for travel fares) is provided.

When a candidate's behaviour is deemed to compromise the integrity of their and/or others' test and/or the integrity of SELT itself, we reserve the right to cancel the test. In such cases, no free rescheduling or refund will apply.

#### 6. What if I am not happy with the decision?

We will endeavour to resolve all refund requests to the candidate's satisfaction. However, if you disagree with the outcome, you may file a formal complaint, which will be processed according to our SELT Complaints Policy. Complaints must be submitted to [complaints@languagecert.org](mailto:complaints@languagecert.org)

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