

CREDIT CARD AUTHORIZATION FORM

We accept Visa, MasterCard, American Express and Discover.

I hereby authorize BridgeEnglish to debit my credit card:

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Name on Card: _____

Card Number: _____ / _____ / _____

Expiration Date: _____ / _____ Security Code: _____ Amount: \$ _____

Purpose: Test Registration Additional TRF Other – Please specify: _____

CANDIDATE INFORMATION

Candidate Name: _____ Passport No.: _____ Test Date: _____

Street Address: _____ Apartment #: _____

City: _____ State: _____ ZIP Code: _____

BILLING ADDRESS

Street Address: _____ Apartment #: _____

City: _____ State: _____ ZIP Code: _____

CANCELLATION POLICY

Candidates wishing to cancel or transfer five weeks or more before the test date will receive the total test fee minus a 25% administrative charge.

Candidates wishing to cancel the test within five weeks of the test date for any reason apart from medical reasons will not be eligible to receive a refund. Candidates will have to pay the entire test fee again to register on a different date, either at the same or at a different center.

Candidates seeking cancellation or transfer within five-weeks of the test date for medical

reasons can receive a refund or transfer minus the 25% administration fee if they can provide supporting medical evidence within five working days of the test date. Only evidence of serious illness will be considered. Only original medical certificates will be accepted and must state inability to appear for the test on the scheduled date.

Requests for cancellation or postponement of the test should be made in writing. A Test Day Refund/Transfer form should be requested from the test center and must be completed and

returned with full supporting documentation not more than five working days after the test date before refunds or transfers can be considered.

Credit card and check refunds will be issued back in the original form of payment. If your credit card account is no longer valid, or you paid with cash you will receive a personal check for your refund. Refunds made by check will be processed within 15 business days of approval of your cancellation request. Bridge undertakes no liability if this refund policy is exceeded.

SIGNATURE: _____ **DATE:** _____