



Third-Party Payment Terms and Conditions

Last updated: 13 August 2021.

Cambridge Boxhill Language Assessment Pty Ltd as Trustee for the Cambridge Boxhill Language Assessment Unit Trust (**we, us, our**) owns or operates the Occupational English Test (**OET**). We can facilitate third-party payments for one candidate, or groups of two or more candidates as part of a group booking, in a single transaction (**Group Booking**).

By submitting a third-party payment request, you agree to these terms, and the [OET Privacy Policy](#), as amended by CBLA from time to time.

1. Process

- (a) To book OET for your requested test date, you must provide all information that we require and pay the OET fee on or before the corresponding payment due date outlined below. The payment due dates are earlier than the advertised application closing dates.
- (b) We will endeavour to contact you within three business days after receiving your third-party payment request if we require any further information from you.
- (c) We will provide written confirmation when OET is booked.
- (d) If any required information is not provided, or the OET fee is not paid, before the payment due date, we will notify you and move your request to the next available test date, provided you comply with 1(a) in relation to the new test date.
- (e) We will provide an invoice once we have received all required information from you.
- (f) All candidates relevant to a third-party payment request must have a registered account on [MyOET](#) before the third-party payment request is submitted.

2. OET fee

If you are submitting a third-party payment request for:

- (a) one candidate, the OET fee is AUD\$587; or
- (b) two or more candidates, the OET fee is based on the number of candidates included in the group booking. We will confirm the OET fee after you have submitted all required information.

3. Group bookings

- (a) All candidates in a group booking must be booked to complete all four sub-tests on one test date.
- (b) We are not obliged to accept a third-party payment request for a group booking.

4. Deferral of OET



- (a) If you are unable to complete your booked OET, you may request to defer it to another test date by sending your request to [insert method] at least [insert number of days] days before the date of your booked OET.
- (b) We are not obliged to accept your request for a deferral.

5. Privacy

- (a) You acknowledge and agree that you have obtained the necessary consents from all candidates included in your third-party payment request to provide their personal information to us.
- (b) You must notify such candidates that you have disclosed their personal information to us and that we will use it in accordance with our [Collection Notice](#) and [Privacy Policy](#).

6. Disclaimer

To the extent permitted by law and subject to our [Terms and Conditions](#), we are not liable to you or any candidate or prospective candidate for loss or damage arising out of, or in connection with, these terms, including where you or the person submitting a third-party payment request for a group booking (as applicable) defers an OET test date or does not submit the request in accordance with these terms.