

ELICOS CANCELLATION FORM

Full Name :	
Student Number:	Class :
Original Course Start Date :	Original Finish Date:
Actual Course Start Date :	Actual Finish Date:
Original Offered Weeks :	Actual Completed Weeks:
Address in Australia : _____	
Contact Phone #: _____ Email address: _____	
<p>Reason/s for cancellation (Please tick only one selected category) and provide supporting documentation if applicable</p> <p><input type="checkbox"/> A. Visa Rejection/Visa Extension: The Australian Government has refused to grant an initial visa for study in Australia</p> <p><input type="checkbox"/> B. Special Circumstances/Personal Withdrawal: Special or extenuating Circumstances of a compassionate nature, as determined by REW, necessitates withdrawal from a course</p> <p><input type="checkbox"/> C. Other</p>	
Details for Category B or C : (Please provide supporting documentation)	

Are you under 18 (and on a student visa)?

If you are under 18, REW will require written parental approval to process the request.

REW will contact you via email with the outcome of the application.

Are you a sponsored student? Sponsor: _____

If you are a sponsored student, you require approval from your sponsor for this request to be processed

DECLARATION

I hereby request to cancel my ELICOS program and acknowledge that a separate refund application will be processed in accordance with the REW Refund and Transfer or Fees Guidelines, which I have read and understood. I understand that REW will report my cancellation to the Department of Home Affairs and my CoE will be cancelled. I am advised to contact the Department of Home Affairs on the potential impact to my visa.

Student's Signature: _____ Date : _____

For Office use only:

Date received : _____ Received by : _____

Action : _____

Refund Application Form

Refund Details - It is your responsibility to ensure the details provided are correct. If unsure, please confirm with your bank.

Self – Refund to you Third Party – Refund to third party (ie parent, employer)

Remaining fees transferred to your formal program at RMIT

Electronic funds transfer (EFT) – Refund transferred directly into an Australian bank account.

Name of bank : _____

Name of account holder : _____

BSB Number : _____ Account Number : _____

Overseas Telegraphic Transfer – Refund transferred directly into an overseas bank account.

Note : RMIT English Worldwide (REW) is not responsible for any currency variance in foreign exchange rates.

Please complete the code that applies to your bank.

Name of account holder : _____

Full name of bank including branch name : _____

Full address of bank : _____

Account number : _____

SWIFT code : (e.g. HSBXSCH1xxxxxx) _____

USA – ABA routing number : _____

Europe – IBAN number : _____

Declaration :

If the refund method selected is via a third party, I accept that by signing this form I have authorised RMIT English Worldwide (REW) to pay my refund payment to the third party account holder as specified on this form. I accept that any fees owing to REW will be deducted from any refund payable.

I declare that the information on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I hereby acknowledge that this refund application will be processed in accordance with the REW Refund and Transfer guidelines, which I have read and understood.

Name of student: _____

Student I.D. Number : _____

Signature of student : _____

Date : _____

REW Refund and Transfer of Fees Guidelines are found on the website:

<https://rmitenglishworldwide.com/elicos>

Click on 'What you need to know' and look under 'Policies and Procedures'

K:\RMIT Training\Client Services\Student Services\ELICOS Admin\FORMS\ELICOS
Cancellation