Cancellation and Refund Request Form
English for Academic Purposes

This form must be used when a student wants to withdraw from the REW EAP program before the original finish date and for associated refund applications

Family Name (Surname):	
Given Name:	

Student Number:		Class:

Original Start Date: Original Finish Date:

Original Offered Weeks: Cancellation Date*:

If your cancellation date is earlier than the date that REW receives your completed cancellation request form, your cancellation will be effective from the date that REW Student Services receives your completed cancellation request form. Also see below for U18s and sponsored students.

Address in Australia: *Postal Code:*

Contact Phone: *Personal Email:*

Reason/s for cancellation (Please tick only one selected category) and provide supporting documentation if applicable

☐ A. Visa Rejection / Visa Extension*: The Australian Government has refused to grant a visa for study in Australia

☐ B. Special Circumstances/Personal Withdrawal*: Special or exceptional circumstances of a compassionate or compelling nature, as determined by REW, necessitates withdrawal from the program

☐ C. Other

Details for Category B or C : *Supporting documentation is required if a student is applying for refund*

DOB: **Are you under 18 (and on a student visa)?**   Yes ☐ / No ☐

If you are under 18, REW requires written parental approval for this request to be processed.

Are you a sponsored student?   Yes ☐ / No ☐   **Sponsor:**

If you are a sponsored student, REW requires written approval from your sponsor for this request to be processed.

I hereby request to cancel my EAP program. 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 about the potential impact on my Visa.

Student's Signature: **Date**:

If you wish to apply for a refund, you must also complete the second page of this form.

Click on Policy and Procedure for 'Cancellation' and 'Refunds' information

For Office use only:

Date received: Received by:

Action:

Amount:

What's next…

Refund Details:

It is your responsibility to ensure the details provided are correct. If unsure, please confirm with your bank.
RMIT will process refunds using the same payment method as the original payment. Where the payment was via a credit card, the funds will be returned to the same credit card used for the original payment

☐ Transfer to my RMIT Student Account (RMIT University program)

☐ Self – Refund to your bank account

☐ Credit Card - any refund of fees paid via credit card in the last 12 months will be returned to the same credit card account.

☐ Third party - pay refund to a third party (e.g. parent)

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. HSBSCHIxxxxxx):   : _____

USA – ABA routing number   : _____

Europe – IBAN number   : _____

Currency accepted by bank (e.g. AUD, USD) : _____

Declaration:

I accept that any fees or penalties owing to REW or RMIT will be deducted from any refund payable.

If the refund method selected is to 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 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 EAP Refund Procedure which I have read and understood.

Name of Student   : _____

Student ID Number   : _____

Signature of student   : _____

Date   : _____

RMIT is bound by laws that protect your privacy. All personal information you provide on this form will be handled in accordance with the RMIT Privacy Policy.

RMIT English Worldwide
UNIVERSITY