

This form must be used when a student has completed his/her REW English level and met the requirement for his/her next RMIT program, or has provided evidence of achieving the entry requirement (e.g. IELTS, TOEFL, Pearson)

FINISHED COURSE EARLY REQUEST FORM

Family Name (Surname):	
Given Name:	
Student Number:	Class :
Original Course Start Date :	Original Finish Date:
Actual Course Start Date :	Actual Finish Date:
Original Offered Weeks :	Actual Completed Weeks:
Formal RMIT Program:	
Address in Australia : _____	
Contact Phone #: _____	
Personal Email Address: _____	

DOB:	Are you under 18 (and on a student visa)? Yes / No
<i>If you are under 18, REW will require written parental approval to process the request.</i>	
<i>REW will contact you via email with the outcome of the application.</i>	

Are you a sponsored student? Yes / No	Sponsor: _____
<i>If you are a sponsored student, you require approval from your sponsor for this request to be processed.</i>	

<i>I understand that REW will report my early finish to the Department of Home Affairs and that my CoE will therefore be finished. I am advised to seek advice from the Department of Home Affairs on the potential impact to my visa.</i>	
Student's Signature:	Date :

For Office use only:	
Date received : _____	Received by : _____
Action : _____	

RMIT English Worldwide Refund and Transfer of Fees Guidelines (extract):

REW will transfer your remaining tuition fees to your formal RMIT program under the following circumstances:

- i. REW is unable to commence or continue with the program:
REW will transfer any prepaid amount, less the used amount of the fee to an English language program at another centre within 14 days of your application.
- ii. If you have been made an unconditional offer to a formal award program and REW receives your fee transfer application no later than 28 days before the commencement of the next module of the program:

REW will transfer any prepaid amount by you, less any enrolment fee and less an administration fee of 20% of any unused amount of the fee to the formal award program within 28 days of your application.

To clarify, it is not a reason for refund or transfer of fees if your visa is cancelled or if you are excluded from the program in accordance with our policies or agreement because of reasons such as unacceptable behaviour.

Full refund guidelines found on the website (Policies and Procedures section):

<https://rmitenglishworldwide.com/elicos>

Click on 'What you need to know' and look under 'Refunds and Transfer of Fees Guidelines'

Extra Weeks of English (extract):

If you requested extra weeks of English in your initial application to REW, please note that you have agreed to the following:

4. I understand that if I change my mind after enrolment and want to shorten my English course, **REW will not refund or transfer my remaining tuition fees under any circumstances.**

Fast-tracked students:

If you were fast-tracked to a higher level by REW, then you will not be charged the 20% administration fee.