

# ELICOS Refund 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:
Address in Australia: <input type="text"/> Postal Code: <input type="text"/> Contact Phone: <input type="text"/> Personal Email: <input type="text"/> Address in Home Country: <input type="text"/> <input type="text"/> Contact Phone: <input type="text"/>	

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

- A. Visa Rejection / Visa Extension: The Australian Government has refused to grant an initial visa for study in Australia
- B. Special Circumstances/Personal Withdrawal: Special or extenuating circumstances of a compassionate nature, as determined by REW, necessitates withdrawal from a course
- C. Met English language requirement
- D. Other

**Details for Category B or D : (Please provide supporting documentation)**

Student's Signature:  Date:

**For Office use only:**

Date received:  Received by:

Action:

Refund amount:

Is the student under 18 years? Yes  / No

(If yes, notification is needed to RMIT Under 18 Department)

## Refund Details:

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

Transfer to my RMIT Student Account

Self – Refund to you

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

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. HSBSCH1xxxxxx) :

:

\_\_\_\_\_

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 ID Number :

\_\_\_\_\_

Signature of student :

\_\_\_\_\_

Date :

\_\_\_\_\_