

ELICOS CANCELLATION Request Form

This form must be used when a student wants to withdraw from REW course before the actual finish date

Family Name (Surname): <input style="width: 90%;" type="text"/>	
Given Name: <input style="width: 90%;" type="text"/>	
Student Number: <input style="width: 200px;" type="text"/>	Class: <input style="width: 150px;" type="text"/>
Original Course Start Date: <input style="width: 150px;" type="text"/>	Original Finish Date: <input style="width: 150px;" type="text"/>
Actual Course Start Date: <input style="width: 150px;" type="text"/>	Actual Finish Date: <input style="width: 150px;" type="text"/>
Original Offered Weeks: <input style="width: 150px;" type="text"/>	Actual Completed Weeks: <input style="width: 150px;" type="text"/>
Address in Australia: <input style="width: 450px;" type="text"/> Postal Code: <input style="width: 100px;" type="text"/>	
Contact Phone: <input style="width: 150px;" type="text"/>	Personal Email: <input style="width: 400px;" type="text"/>
Reason/s for cancellation (Please tick only one selected category) and provide supporting documentation if applicable	
<input type="checkbox"/> A. Visa Rejection / Visa Extension: The Australian Government has refused to grant a visa for study in Australia <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 <input type="checkbox"/> C. Other	
Details for Category B or C : (Please provide supporting documentation)	
<input style="width: 90%; height: 40px;" type="text"/>	
DOB: <input style="width: 150px;" type="text"/>	Are you under 18 (and on a student visa)? Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you are under 18, REW requires written parental approval for this request to be processed.	
Are you a sponsored student? Yes <input type="checkbox"/> / No <input type="checkbox"/>	Sponsor: <input style="width: 250px;" type="text"/>
If you are a sponsored student, REW requires written approval from your sponsor for this request to be processed.	
<i>I hereby request to cancel my ELICOS program and acknowledge that a separate refund application must be submitted. This will be processed in accordance with the <u>REW Refund and Transfer or Fees Guidelines</u>, 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.</i>	
Student's Signature: <input style="width: 350px;" type="text"/>	Date: <input style="width: 150px;" type="text"/>

Click on [Policy and Procedure](#) for 'Cancellation' and 'Refunds and Transfer of Fees' information

For Office use only:	
Date received: <input style="width: 100px;" type="text"/>	Received by: <input style="width: 150px;" type="text"/>
Action: <input style="width: 450px;" type="text"/>	