# **REFUND REQUEST FORM**

## **REFUND POLICY**

If examinees have not taken any part of the NEWL exam and have paid, they may request a refund from American Councils for International Education. **Please note that a $15.00 fee will apply for each unused exam.** The school must submit the Refund Request Form on behalf of the examinee to receive the refund. **No portion of the fee is refundable if the examinee has taken any sections of the exam.**

The deadline to submit this form is **May 31, 2019, 5:00pm EST**. Please email to [NEWL@americancouncils.org](mailto:NEWL@americancouncils.org)

## **School Information:**

|  |  |
| --- | --- |
| School Name: |  |
| Exam Coordinator:  *(registered the student(s))* |  |
| Email Address: |  |
| Telephone Number: |  |
| Number of examinees Requesting refunds: |  |
| Exam Type (Practice, Main, Late Testing, etc) |  |
| Language |  |

## **Examinee Information:**

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| --- | --- |
| First Name: | Last Name: |
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*Use additional pages as needed*