

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 (or the registered examinee) must submit the Refund Request Form 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 10th**. Please email the form to Huma M. Shamsi at hmsamsi@americancouncils.org

SCHOOL INFORMATION:

School Name:	
Exam Coordinator: <i>(registered the student(s))</i>	
Email Address:	
Telephone Number:	
Number of examinees Requesting refunds:	
Exam Type (Practice, Main, Late Testing, etc.)	
Target Language	

EXAMINEE INFORMATION:

First Name:	Last Name: