



Refund Request Form

Institute:	FAU	RBC	UOI	UMB	UMD	UML	UNH	VCU
Student last name:								
Student first name:								
Navitas student ID:	C D L O P R T W Z							

Reason for refund request

<input type="checkbox"/> Visa rejection*
<input type="checkbox"/> Returned to home country†
<input type="checkbox"/> Transfer to another institution‡
<input type="checkbox"/> Other

* If your visa application was refused, a copy of the DS-160 is required.

† If you are returning to your home country, you must provide a one-way airline ticket to your home country. Refunds will only be sent to the original payment account.

‡ If you are transferring to another institution, you must provide a Letter of Acceptance to the new institution.

Refunds must be returned to original payment account

<input type="checkbox"/> I request a refund by credit card. The last four digits on this card are:
<input type="checkbox"/> I request a refund by wire transfer. Please provide details requested on second page of this form.
Signature:
Date (DD/MM/YYYY):

Refund processing time is 4-6 weeks upon the receipt of completed refund form and supporting documents. Refunds are processed based on the Refund Policy of Navitas USA.

Navitas office use only

Refund calculation				
Balance on account				_____
Cancellation fee	100%	20%	\$ _____	_____
Administration fee	\$250.00		\$500.00	_____
Other			_____	_____
			Total deductions	_____
			Amount of refund	_____
Finance Officer:		Date (DD/MM/YYYY):		
Finance Manager:		Date (DD/MM/YYYY):		

Wire transfer details

Beneficiary name:	
Beneficiary address:	
City:	
Country:	
Beneficiary bank account number:	
Bank name:	
Bank address:	
City:	
Country:	
Swift code/Routing number:	
Intermediary bank account number (if required):	
Intermediary Bank name:	
Intermediary Bank address:	
City:	
Country:	
Intermediary SWIFT code:	