

# 2009 Cancellation/Refund Request Form



American Work Experience • 335 Greenwich Avenue • Greenwich, CT 06830 • USA  
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Dear Applicant,

**The attached AWE Cancellation/Refund Request Form must be completed and returned by July 15, 2009 if:**

- (a) You wish to cancel your application for summer 2009**
- (b) You have been refused a visa by the US Embassy**
- (c) You have been advised by AWE that a Placement cannot be found.**

If you cancel your application for any reason you will not be entitled to a refund of your AWE First Deposit of US\$200/£ 100. If AWE is unable to find you a placement (for those applicants on the Placement Option), the First Deposit will be refunded, less administration fee of a US\$100. If your cancellation is within 30 days of your contracted start date and is not as a direct result of a written instruction given to you by the US or Home Country Government, you are not eligible for a refund of any fees paid to AWE. If your failure to participate is due to a medical condition (verified by your doctor) or due to your inability to be granted a visa, through no fault of your own, you will be entitled to a refund of deposits and fees paid to AWE, less your First Deposit of US\$200/£ 100.

*Full details concerning the AWE Refund Policy are contained within the 2009 AWE Terms and Conditions*

**If you think that you are eligible for a refund, this is what you must do:**

1. Complete and return the attached form by recorded/registered mail or courier to:  
American Work Experience, 335 Greenwich Avenue, Greenwich CT 06830 USA  
You may, if you wish, give your completed Cancellation Form and any other required documents to your AWE Representative who will forward the forms to AWE in the USA.
2. If you have received a DS-2019, you must return this form. If the US Embassy has retained all or any part of your DS-2019, you must enclose a letter from the Embassy or your AWE Representative confirming this.
3. If you have received an AWE Placement Letter and Placement Certificate, these must also be enclosed.
4. If you have other supportive documents you feel are relevant, these must be enclosed.
5. If your reason for cancellation is due to a medical emergency, you must enclose a Doctor's Letter (with an English translation) confirming medical conditions that are preventing you from participating (if applicable). Your AWE Representative must sign/stamp the translation to verify that it is genuine.
6. If your reason for cancellation is as a direct result of a written instruction given to you by the US or Home Country Government, this document must be enclosed with an English translation. Your AWE Representative must sign or stamp the translation to verify that it is genuine.

Your attention is drawn to the AWE 2009 Terms & Conditions. These clearly detail the conditions under which refunds are made and to which you agreed to accept, by signing your Programme Application 2009.

If your refund is approved, your Representative will normally be sent a US\$ cheque in August, 2009. You are advised that clearance of an international cheque can take up to 90 days and that AWE has no control over the banking system in your country. Any refund will be subject to a deduction of the First Deposit US\$200/£ 100 except those who AWE cannot place. These applicants will be refunded all fees less Administration fee of US\$100. If you paid a Processing Fee to your Representative, you must contact them to find out if you are entitled to a refund.

Kind regards,

The AWE Team



## I wish to claim a refund for the following reason – please mark ‘X’

- (1) \_\_\_ I have been refused a visa by the US Embassy.
- (2) \_\_\_ I have a medical emergency and have been advised by my doctor that I cannot participate.
- (3) \_\_\_ I have been advised by AWE that I cannot be found a suitable Placement (if on the Placement Option).
- (4) \_\_\_ I have received a written instruction from the US or my Home Country Government that I should not travel or must return home immediately.\*

If you have been refused a visa, what reason were you given by the Embassy? If you are canceling for any other reason, please give as much detail as possible in order that we may access your claim. You are encouraged to enclose any supportive documents.

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**\*If your cancellation is for reason (4) as noted above, you must provide the following information and documentation:**

Date of departure from US: \_\_\_\_/\_\_\_\_/2009 You must enclose a copy of your airline ticket or a copy of the US Immigration exit stamp clearly showing your departure date.

### DOCUMENTS ENCLOSED

DS2019	<input type="checkbox"/> YES	<input type="checkbox"/> NO
AWE Placement Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Doctor's Letter (with English translation and verified by your AWE Representative)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Instruction from US or Home Country Government (with verified translation)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Return Airline Ticket/US Immigration Exit Stamp (copy)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I wish to claim a refund of the fees I have paid to AWE and understand that consideration of this claim will be made taking into account the AWE 2009 Terms & Conditions that I agreed to be bound by when I signed the AWE Programme Application. I understand that by signing this form, I shall have no further claim against AWE or its Representatives, Interviewers or Agents and that any contract between AWE and myself shall become void. I understand that the realization of funds from any cheque sent to me via my Representative may be delayed due to local banking regulations and that I may be charged a fee by them. AWE has no control over these local regulations.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/2009 AWE ID NUMBER: \_\_\_\_\_

**Please note: The name that will be printed on the cheque will be the same as we have recorded in our database. If you wish to change your name and have the check issued to another person you must supply supporting documentation for such a request.**