

# International Student Services

## Request for Release Letter Form

**This form is to be used:**

- if you wish to withdraw from the course in which you are currently enrolled and you wish to transfer to another provider and
- you have not completed six months of your principal course at Sunraysia Institute of TAFE

**Information:**

Release letters will be provided in accordance with Sunraysia Institute of TAFE's Transfer Policy and Procedure. You should read the policy carefully to establish your eligibility for a release letter. Any request for a release letter must be made in writing. Documents that you must attach to this request before your application for a release will be considered are:

- Letter of offer from the Institute to which you wish to transfer
- Evidence of compassionate or compelling circumstances
- International Student Application for Refund (if applicable)
- Written support from company/government sponsor (for company/government sponsored students)

**Note: Any incomplete request will not be processed by the International Students Unit.**

| Student to complete:  |  |           |  |
|---|--|-----------|--|
| Student ID no.  |  |           |  |
| Family Name (as per passport)   |  |           |  |
| Given Names (as per passport)   |  |           |  |
| Date of birth (dd/mm/yyyy)  |  |           |  |
| Address   |  |           |  |
|   |  |           |  |
| Suburb  |  | Postcode: |  |
| Telephone   |  | Mobile    |  |
| Email   |  |           |  |
| COURSE NAME:<br>(Please state the name of courses)  |  |           |  |
| <p><b>Declaration</b></p> <p>I understand that:</p> <ul style="list-style-type: none"> <li>• this application for a release and the application will be considered in accordance with the International Student Transfer Policy</li> <li>• I will be informed of the outcome of this request including the reasons for the outcome</li> <li>• I have a right of appeal in accordance with the Institutes Complaints Policy and procedure</li> <li>• If the release is approved my current Electronic Confirmation of Enrolment (eCoE) will be cancelled and</li> <li>• The Department of Home Affairs (DHA) will be informed of my transfer</li> <li>• If I choose to return to Sunraysia Institute of TAFE I will have to reapply for admission</li> <li>• If applicable, my entitlement to a refund will be assessed in accordance with the International Student Fee Refund Policy.</li> </ul> |  |           |  |
| Signature   |  | Date      |  |

**Warning – Uncontrolled when printed. The current version of this document is kept on the Portal.**

**DO NOT POPULATE FOOTER – THIS WILL BE DONE AUTOMATICALLY**

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| Office Use Only   |   |                                       |   |
|---|---|---------------------------------------|---|
| <b>Please note that all evidence of document/s must be sighted and stamped as "Originals Docs Sighted" and the correct date. Please state your name on the evidence of documents/s.</b> |   |                                       |   |
| Received by International Student Unit Officer  |   |                                       |   |
| <b>Name</b>   | <b>Date</b>                                     |                                       |   |
| <b>Outcome</b>  | <input type="checkbox"/> Approved               | <input type="checkbox"/> Not Approved | <input type="checkbox"/> No release letter required |
| Reason/s not approved (if applicable)   |   |                                       |   |
| <b>International Student Unit</b>   |   |                                       |   |
| <b>Signature</b>  |   | <b>Date</b>                           |   |
| <b>Action required</b>  | <b>International Student Services Officer/s</b> | <b>Date</b>                           |   |
| <input type="checkbox"/> PRISMS - eCOE cancelled  |   |                                       |   |
| <input type="checkbox"/> Education Unit advised   |   |                                       |   |
| <input type="checkbox"/> Refund processed (if applicable)   |   |                                       |   |
| <input type="checkbox"/> ISU Database updated   |   |                                       |   |
| <input type="checkbox"/> Invoice cancelled (if applicable)  |   |                                       |   |
| <input type="checkbox"/> Student File Closed  |   |                                       |   |

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