

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: (Please state the name of courses)			
<p>Declaration</p> <p>I understand that:</p> <ul style="list-style-type: none"> • this application for a release and the application will be considered in accordance with the International Student Transfer Policy • I will be informed of the outcome of this request including the reasons for the outcome • I have a right of appeal in accordance with the Institutes Complaints Policy and procedure • If the release is approved my current Electronic Confirmation of Enrolment (eCoE) will be cancelled and • The Department of Home Affairs (DHA) will be informed of my transfer • If I choose to return to Sunraysia Institute of TAFE I will have to reapply for admission • If applicable, my entitlement to a refund will be assessed in accordance with the International Student Fee Refund Policy. 			
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			
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.			
Received by International Student Unit Officer			
Name	Date		
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No release letter required
Reason/s not approved (if applicable)			
International Student Unit			
Signature		Date	
Action required	International Student Services Officer/s	Date	
<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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