

International Student Request for Release Letter

This form is to be completed by International Students wishing to withdraw from their current course and applying to transfer to another Registered Training Provider PRIOR to the completion of six months of the principal course for which their current Visa was granted.

Please note

- Release letters will be provided in accordance with Kangan Institute’s International Student Transfer Between Registered Providers Policy (copy attached)
- 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
- Before your application for a Release Letter will be considered, you must attach the documents listed below, relevant to your application

- Letter of Offer from the Institute to which you wish to transfer
- Application for Refund (if applicable)
- Written support from government sponsor (for government sponsored students)

- Evidence of compassionate or compelling circumstances
- Written support from Parent / Guardian (for students under 18)

STUDENT TO COMPLETE

KI Student ID no. _____
Family name _____
Given names _____
Date of birth _____
Address _____
Suburb _____ Postcode _____
Telephone Home _____ Mobile _____
Email _____
Current Course _____

Declaration

- I understand that:
- This is an application for release from my current enrolled course and the application will be considered in accordance with the Institute’s International Student Transfer between Registered Providers policy.
- I will be informed of the outcome of this request in writing including the reasons for the outcome
- I have a right of appeal
- If the release is approved my current electronic Confirmation of Enrolment (eCoE) will be cancelled and the Department of Immigration and Citizenship (DIAC) will be informed of my transfer
- If I choose to return to KI I will have to reapply for admission
- If applicable, my entitlement to a refund will be assessed in accordance with KI’s Refund Policy for International Students

Signature _____ Date / /

International Student Request for Release Letter

OFFICE USE ONLY

Received by International Student Administrative Officer

Name: _____ Date / /

Outcome Approved Not Approved No release letter required

Reason/s not approved
(if applicable)

Manager, International Services
Signature _____ Date / /

Action required	Administrative Officer Signature	Date
<input type="checkbox"/> PRISMS – eCoE cancelled	_____	/ /
<input type="checkbox"/> Teaching Department Advised	_____	/ /
<input type="checkbox"/> Refund processed (if applicable)	_____	/ /
<input type="checkbox"/> Database updated	_____	/ /
<input type="checkbox"/> Invoice cancelled (if applicable)	_____	/ /