



Technical Education Development Institute (TEDI)
PROVIDER NUMBER: 22300 CRICOS NUMBER: 03221G
Level 1, 212 King Street, Melbourne, Victoria – 3000
Ph: 03 9043 3926, Fax: 03 8678 0671
www.tedi.vic.edu.au

F.11 V03 Release Letter Request Form

Student Name : _____

Date Of Birth : _____ Student ID: TEDI _____

Address : _____

Postcode : _____

Contact Phone Number : _____ Mobile : _____

Email Address : _____

Course Name : _____

Course Start Date : _____ Last Class Attended On : _____

Release Effective From : _____

Please specify the reason for leaving Technical Education Development Institute :

NOTE:

- Attach any relevant supporting documents to this form.
- If Release is granted, the Release Letter will be provided at no cost to the student.
- The Student is advised to contact DIBP regarding any visa changes to the student visa.
- Letter of Release will be issued within 10 working days of submitting this form.
- Student is requested to refer to Refund Policy for any relevant refunds.

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY:

Application Received By:		
Name :	Sign:	Date :
Finance Department Approval :		
Name :	Sign:	Date :
Academic Department Approval :		
Name :	Sign:	Date :
Admin Department Approval :		
Name :	Sign:	Date :