

# 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.**

<b>Student to complete:</b>			
<b>Student ID no.</b>			
<b>Family Name</b> <i>(as per passport)</i>			
<b>Given Names</b> <i>(as per passport)</i>			
<b>Date of birth</b> <i>(dd/mm/yyyy)</i>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode:</b>	
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>COURSE NAME:</b> <i>(Please state the name of courses)</i>			
<b>Declaration</b>			
I understand that:			
<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 Immigration and Border Protection (DIBP) 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>			
<b>Signature</b>		<b>Date</b>	

**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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<b>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.			
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>Date</b>	
Signature			
<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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