



# RELEASE LETTER REQUEST FORM

## Students transferring to another provider

Students who have not completed 6 months of study in their principal course\* with Education and Training International (ETI) and wish to transfer to another provider must complete a **Release Letter Request Form**. Release letters will only be granted in compassionate and compelling circumstances relating to the welfare of the student.

Compassionate and/ or compelling circumstances are defined as a sudden change of circumstances beyond the student's control that impact plans for on-campus study in Australia, such circumstances must be supported by documentary evidence.

The following circumstances **will not** generally be considered compassionate or compelling circumstances:

- > Streamlined Visa Processing (SVP) students seeking to enrol in a non-SVP program.
- > Lack of understanding of ETI's **Student Transfer + Release Policy** and/ or **Withdrawal + Refund Policy**.
- > Distance of your residential address from the campus at which you study.
- > A desire to change to a new course with lower fees.
- > If your CoE has already been cancelled for non-commencement or for an inactive enrolment status.
- > A desire to move to another training provider to be with friends.
- > Matters not related to your study with ETI (such as accommodation issues, personal matters not affecting your study).
- > Student fees are outstanding.

*\*The principal course is defined as the highest qualification level in a package of courses. For example, a student who enrolls in a university package that consists of e.g. the Diploma of Business (TAFE course) and the Bachelor of Business (University Degree); will have the Bachelor of Business as their principal course.*

## Supporting documentation

Please ensure you have attached the following relevant documentation.

- ☐ Copy of Offer Letter from another provider
- ☐ Statement of reasons why you are seeking release or other documentation explaining reasons for release request
- ☐ Relevant evidence to support your claim
- ☐ If under the age of 18, a copy of written approval from a parent or legal guardian supporting the transfer

## Cost

Release Letters are issued free of charge to international students.

Please note: All outstanding balances must be cleared prior to a Release Letter being issued.

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The Release Letter Request Form should be completed when changing providers if:

- a) you have not completed 6 months of your principal course\* of study  
b) a release letter has been requested by your new provider

\*The principal course is defined as the highest qualification in a package of courses.

**Student Details:**

Your file reference number:   
Family name:  First name:   
Date of birth:  (DD/MM/YY)  
Email address:   
Telephone number:  Mobile number:

Please explain why you want to be released from your program of study:

Student name:  Signature:  Date:  (DD/MM/YY)  
(not required if submitting electronically).

Parent/ Legal guardian name:  Signature:  Date:  (DD/MM/YY)  
(students under 18 years old only). (not required if submitting electronically).

When you have completed all details in the form and attached all required documentation, please submit to ETI via:

Post: ETI Admissions, Locked Bag 16, Osborne Park DC 6916

Email: [admissions.eti@dtwd.wa.gov.au](mailto:admissions.eti@dtwd.wa.gov.au)

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**Office Use Only:**

Approved ☐ Not Approved ☐ Student notified by email ☐

Reason:

Signed by Manager Student Services + Compliance:  Date:  (DD/MM/YY)