

Request for a release Form

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| Relevant Standards SRTO 2015: 1.7, 5.2 (c) The National Code: Standard 7 Student Visa Conditions | Linked Documents International Student Transfer Policy and Procedure Student Handbook Student Complaints and Appeals Policy and Procedure Student Agreement |
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Student to complete the following sections:

| | | | |
|--------------------------|--|----------------------------------|--|
| Student ID | | | |
| Student Name | | | |
| Current Address | | | |
| Phone Number | | | |
| Course | | | |
| Course Start Date | | Date of Release Requested | |

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|--|--|--|--|
| Date of Withdrawal | | | |
| Reason(s) for Requesting Release <u>Note:</u> Attach any supporting documents with this form and provide as much details as possible | | | |
| All information provided by me above, plus all supporting documentation is accurate and true | | | |
| Student Signature | | | |
| Date | | | |

ADMIN use only

All details must be answered with regard to acceptable evidence (if applicable), before release application can be reviewed.

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|---|---|--|
| Is the release request acceptable? | <input type="checkbox"/> (Yes) Approved | <input type="checkbox"/> (No) Rejected |
| Approved by | CEO (Signature) | Date: |
| Cancellation Date | | |
| Follow-up, if any | Notification of Cancellation of CoE | |