



Release Letter Request Form

Australis Institute of Technology and Education
ABN: 17 120 701 91, RTO ID: 91630, CRICOS ID: 03173K
Sydney Campus: Level 2, 25 George Street, Parramatta, NSW 2150
Brisbane Campus: Level 2, 132 Albert Street, Brisbane, QLD 4000
Gold Coast Campus: Suite 1A, 9 Bay Street, Southport, QLD 4215
Cairns Campus: Level 1&2, Palm Court, 34 Lake Street, Cairns QLD 4870
Phone: +61 2 9633 1222 Fax: +61 2 9633 1888
Email: info@australisinstitute.nsw.edu.au
Website: www.aite.edu.au

Student transferring to another provider

Students who have not completed 6 months of study in their principal course with Australis Institute of Technology and Education (AITE) 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.

Instructions

This form is to be used to request a release letter from AITE. If you require a third party to collect the letter on your behalf written authorisation by the applicants must be provided.

Requirements to obtain a release letter are:

- * You have attached a copy of your new offer letter.
- * You do not have any outstanding debt. Debts includes all fees and fines.
- * Your academic progression is satisfactory

Note: Applications may take up to ten (10) working days to process.

Supporting documentation

Please ensure you have attached the following relevant documentation.

- Copy of the 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
- Application for Refund (if Applicable)

Section 1: Personal Details

Student ID: Family Name : Given Name:

Date of Birth: (dd/mm/yyyy)

Course Name : Are you on a package offer? Yes No

Contact Phone Numbers:

Email Address:

Section 2: Reasons For Transfer

Please provide reasons for transferring to another education provider:
(Please tick)

- Dissatisfaction with course Financial reasons Didn't meet AITE's Course Entry requirements Preferred program at another institution

Other:

Share of Personal Information - Disclaimer:

Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students . Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Student Declaration:

- * I confirm the information provided in this form is true and correct.
- * I have read and understand AITE's policy in relation to transfer to another registered provider
- * This is an application for release from my current enrolled course and the application will be considered in accordance with AITE's International Student Transfer between Registered Providers Policy and Procedure.
- * I will be informed of the outcome of this request in writing including the reasons for the outcome. I have read and understood AITE's Complaints and Appeals Process.
- * If the release is approved my current electronic Confirmation of Enrolment (eCoE) will be cancelled and the Department of Home Affairs will be informed of my transfer.
- * If the release letter is approved I understand that I must contact DIBP and seek advice as to whether a new student visa is required.
- * If I choose to return to AITE I will have to reapply for admission.
- * If applicable, my entitlement to a refund will be assessed in accordance with AITE's Refund Policy for International Students.

Signature of Student: Date:

OFFICE USE ONLY

Received by Reception

Name: Date:

Outcome: Approved Not Approved No release letter required Reason/s not approved: (if applicable)

Name: Signature:

Action required: Date:

- PRISMS - eCOE cancelled RTOManager Updated Refund processed (if applicable)
- If Not Approved, Student advised in writing