APPLICATION FOR RELEASE

According to the ESOS National Code & 2018, registered providers are restricted from enrolling transferring students prior to the student completing six months of their principal course of study, unless students have met an exception under Standard 7. You are required to submit a completed request form including supporting evidence. You will be advised of the outcome of your request within 14 business days from the receipt of your release request. Current students are required to meet with the Enrolment Team to discuss your request. If a release is granted, please contact the Department of Home Affairs to seek advice on whether a new student visa is required.

STUDENT DETAILS

Full Name:	Student ID:
Gender: ☐ Male ☐ Female ☐ Other	Date of Birth: / /

COURSE DETAILS

I am currently enrolled in the following courses:

☐	Diploma of Business	☐	Diploma of Information Technology
☐	Advanced Diploma of Business	☐	Advanced Diploma of Information Technology
☐	Certificate IV in Commercial Cookery		
☐	Diploma of Hospitality Management		

TRANSFER DETAILS

Please provide details of the course and institution at which you have been offered a place, along with the Letter of Offer and any other supporting evidence.

Institution		Campus	
Course		Expect Commencement Date	

REASON FOR APPLYING FOR RELEASE

Please select reason and provide further explanation (*use additional paper if needed*)

☐ Program academically unsuitable   ☐ Compelling and/or compassionate grounds   ☐ Other:

STUDENT DECLARATION AND SIGNATURE

I declare that the information provided by me is true and complete. I have attached my Letter of Offer from another provider and supporting documentation. I acknowledge that the provision of incorrect information or the withholding of relevant information in relation to my application may delay the processing of my application.

Student Signature	Date

OFFICIAL USE ONLY

Form received date:	Received by:	Decision outcome (please tick)
Reason (s) for outcome		☐ Approved ☐ Declined
		Date
Approved by		