

## Release Letter Application Form

This form is to be completed by International Students wishing to withdraw from their current SCSB course and are applying to transfer to another Registered Training Provider PRIOR to the completion of **six months** of the Principal course for which their current Visa was granted.

**Processing time is 10 working days from the date of receipt of complete application.**

**Please note:**

- Release letters will be provided in accordance with SCSB's International Student Transfer between Registered Providers Policy & 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, using this form
  - Before your application for a Release Letter will be considered, you must complete all the sections below and attach required documents listed below, relevant to your application
- Valid Letter of Offer from another register provider
  - Evidence of compassionate or compelling circumstances
  - Application of Refund (if applicable)

### Personal Details

<b>Family Name:</b>		<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Given Name:</b>		<b>Date of Birth:</b>
<b>Address:</b>	<b>City/ Suburb:</b>	<b>Post Code:</b>
<b>Student ID No:</b>	<b>Group:</b>	<b>Phone:</b>
<b>Email:</b>		
<b>Course:</b>		

### Details of Application for Release

## Student Declaration

I understand that:

- I confirm the information provided in this form is true and correct.
- I have read and understand SCSB 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 SCSB's International Student Transfer between Registered Providers Procedure.
- I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood SCSB'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 (DHA) will be informed of my transfer.
- If the release letter is approved I understand that I must contact DHA and seek advice as to whether a new student visa is required.
- If I choose to return to SCSB I will have to reapply for admission.
- If applicable, my entitlement to a refund will be assessed in accordance with SCSB's Refund Policy for International Students.

Signature:

Date:

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**OFFICE USE ONLY**

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 Reception**

**Name** \_\_\_\_\_ **Date:**     /     / 20

**Outcome:**     Approved     Not Approved     No release letter required

**Reason/s not approved: (if applicable)**

.....  
 .....  
 .....

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:**     /     / 20

**Action required:**

PRISMS - eCOE cancelled                       Teaching Department advised  
 Refund processed (if applicable)             Database updated     Invoice cancelled (if applicable)