



Request for Release Form

| Student Details  |  |             |  |             |  |
|--|--|-------------|--|-------------|--|
| Full Name:   |  |             |  | Student Id: |  |
| Course Code:   |  | Course Name |  |             |  |
| Principal Course of Study:   |  |             |  |             |  |
| Student Address  |  |             |  |             |  |
| Student Phone Number   |  |             |  |             |  |
| Reason for Release   |  |             |  |             |  |
|  |  |             |  |             |  |
| List the Evidences attached you are providing for the reason for release |  |             |  |             |  |
|  |  |             |  |             |  |

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|  |                          |             |          |             |
|--|--------------------------|-------------|----------|-------------|
| Document Name  | Request for Release Form | Issued:     | Jan 2021 | Ver 2       |
| Authorised by CEO                                      | CRICOS# 03499K           | RTO # 40953 | Review:  | 24 months   |
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**Declaration**

- a. I understand, that I must remain enrolled and attend my classes regularly till the release is approved by Training Australia First.
- b. I confirm the information provided in this form is true and correct.
- c. I have read and understood Training Australia First’s policy and procedure in relation to Overseas Student Transfer.
- d. I have read and understood Training Australia First’s Complaints and Appeals Process.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only**

|   |   |
|---|---|
| <p><b>Student Services and Records Manager</b></p><br><br><p><b>Signature:</b> _____</p><br><br><p><b>Date:</b> _____</p> | <p><b>Approved:</b> <input type="checkbox"/></p> <hr/> <p><b>Not approved:</b> <input type="checkbox"/></p> |
|---|---|

**Note:**

- This form must be completed by Overseas Students enrolled at Training Australia First seeking transfer to another registered provider.
- Students seeking to transfer to another provider prior to completing six months of their principal course of study must refer to Training Australia First’s Overseas Student Transfer and Complaints and Appeals Policy and Procedure before filling out this form.
- All applications will be assessed on the basis Overseas Student Transfer policy and procedure.
- Documented evidence supporting circumstances/reasons for seeking a release must be included with this application.
- A response to your request for the release will be made in writing within two (2) weeks from the date of receipt of this form.

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