

## International Student Services Request for Release Letter Form

**This form is to be used:**

- if you wish to withdraw from the course in which you are currently enrolled and you wish to transfer to another provider and
- you have not completed six months of your principal course at Box Hill Institute

**Information:**

Release letters will be provided in accordance with Box Hill Institute's Transfer Request Policy and 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. Documents that you must attach to this request before your application for a release will be considered are:**

- Letter of offer from the Institute to which you wish to transfer
- Evidence of compassionate or compelling circumstances
- Application for refund (if applicable)
- Written support from company/government sponsor (for company/government sponsored students)

**Note: Any incomplete request will not be processed by the International Student Services.**

<b>Student to complete:</b>																								
Student ID no.																								
Family name <i>(as per passport)</i>																								
Given names <i>(as per passport)</i>																								
Date of birth (dd/mm/yyyy)																								
Address																								
Suburb											Postcode:													
Telephone	Home													Mobile										
Email																								
COURSE NAME: <i>(please state the name of courses)</i>																								
<b>Declaration</b>																								
I understand that:																								
<ul style="list-style-type: none"> <li>• this is an application for a release and the application will be considered in accordance with the Institute's Transfer Request Policy</li> <li>• I will be informed of the outcome of this request including the reasons for the outcome</li> <li>• I have a right of appeal</li> <li>• If the release is approved, all my Electronic Confirmation of Enrolment (eCoE) with Box Hill Institute will be cancelled and</li> <li>• The Department of Immigration and Citizenship (DIAC) will be informed of my transfer</li> <li>• If I choose to return to Box Hill Institute I will have to reapply for admission</li> <li>• If applicable, my entitlement to a refund will be assessed in accordance with Box Hill Institute's Refund Policy for International Students</li> </ul>																								
Signature											Date	/	/											

**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 document/s.

Received by International Student Services Officer/s Name		Date / /	
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	<input type="checkbox"/> No release letter required
Reason/s not approved (if applicable)			
Centre Manager or Nominee, International Student Services Signature		Date / /	
Action required	International Student Services Officer/s	Date	
<input type="checkbox"/> PRISMS - eCoE cancelled		/ /	
<input type="checkbox"/> Teaching Centre Advised		/ /	
<input type="checkbox"/> Refund processed (if applicable)		/ /	
<input type="checkbox"/> Database updated		/ /	
<input type="checkbox"/> Invoice cancelled (if applicable)		/ /	
<input type="checkbox"/> File closed		/ /	