



Building better futures since 1975

Return completed form to:

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Tel: 07 3210 2200 Fax: 07 3210 2247

CRICOS 02563D

APPLICATION FOR LETTER OF RELEASE

Any international student visa holder wanting to transfer to another education provider before completing 6 months of their principal course may be required to provide the Department of Immigration and Citizenship (DIAC) with a Letter of Release.

Please complete this application form and attach a copy of your new offer letter.

- i. If you have been enrolled in your principal course for more than 6 months, you do not need a Letter of Release to transfer to another education provider.
- ii. If you are under 18 years of age, you must have written confirmation from your legal guardian or parent to transfer to another education provider.

Letters of Release cannot be issued if:

- i. You have not attached a copy of your new offer letter;
- ii. You have any outstanding debt to the College;
- iii. Your attendance or academic progress is unsatisfactory.
- iv. You have not completed a cancellation of enrolment form.

Personal Details

Student Name:

Student Number:

Contact Number:

Email:

Current Enrolment Details

Course Name:

Commencement Date:

Requested End Date:

Reason(s) for transfer of education provider (attach any relevant documentary evidence)

Signature

Date

Office Use Only

Received By

Date

Approved

Yes

No

Approved By

Reason, if not approved:

(attach copy of letter provided to student)

Date student informed of result:

eBECAS updated: