

Request for a Release

Relevant Standards SRTO 2015: 1.7, 5.2 (c) The National Code: Standard 7 Student Visa Conditions	Linked Documents International Student Transfer Policy and Procedure Student Handbook Student Complaints and Appeals Policy and Procedure Student Agreement
--	--

Student to complete the following sections:

Student ID			
Student Name			
Current Address			
Phone Number			
Course			
Course Start Date		Date of Release Requested	

Date of Withdrawal	
Reason(s) for Requesting Release <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form if necessary	

All information provided by me above, plus all supporting documentation is accurate and true

Student Signature	
Date	

ADMIN use only

All details must be answered with regard to acceptable evidence (if applicable), before release letter application can be reviewed.

Is the release request acceptable?	<input type="checkbox"/> (Yes) Approved	<input type="checkbox"/> (No) Rejected
Approved by	CEO (Signature)	Date:
Cancellation Date		
Follow-up, if any	Notification of Cancellation of CoE	