

Application for Release Form

About this form

This form is to be used if you wish to transfer to another provider and you have not yet completed six months of your principal course with us.

Your request will be formally assessed as per the guidelines in our Course Transfer Policy and Associated Procedures as follows:

Your transfer request will be granted where any of the following circumstances apply:

- You will be reported because you are unable to achieve satisfactory course progress even after engaging with our intervention strategy.
- You can provide written evidence of compassionate or compelling circumstances.
- We have not delivered the course as outlined in your Offer Letter and Student Agreement.
- You can provide evidence that your reasonable expectations about their current course are not being met.
- There is evidence that we or an education or migration agent have misled you and that the course is therefore unsuitable to their needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release you.

Your transfer request will not be granted where any of the following circumstances apply:

- There are no legitimate compassionate or compelling circumstances.
- You have not paid the fees.
- The transfer may jeopardise your progress through a package of courses.
- You have recently started studying the course and the full range of support services are yet to be provided or offered to you.
- You are trying to avoid being reported to DoHA for failure to meet the Grenfell Institute of Technology Australia's attendance or academic progress requirements.

To apply for a release, you need to complete this form as well as provide a copy of the new provider's Letter of Offer. Please note that any refunds will be processed as per the information included in your student agreement and the International Student Handbook about fees and refunds. If you believe you are due a refund you should also complete the Refund Application Form.

Student details

Given name/s			
Surname			
Course			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Student number			
Phone number/s			
Email address			

Reason for release

<p>Please briefly describe the reason you have decided to obtain a release.</p>
<p>Please provide the name of the new provider and the course you have applied for, as well as the proposed commencement date.</p>
<p>Please specify the date from which you would like this release to take effect.</p>

Student Declaration

<p><input type="checkbox"/> I understand that this application does not guarantee the issue of a release.</p> <p><input type="checkbox"/> I understand that I have to provide the necessary documents requested by Grenfell Institute of Technology Australia (including, if applicable, an offer letter from another provider).</p> <p><input type="checkbox"/> I understand that I have to maintain my enrolment at Grenfell Institute of Technology Australia while this application is being processed.</p> <p><input type="checkbox"/> I declare that all the information provided in this form is accurate and correct and no false/fake document has been attached.</p> <p><input type="checkbox"/> I acknowledge that I have read and understood all the requirements for this request.</p>

- I acknowledge that I understand all the relevant policies and procedures in regard to this change, including Grenfell Institute of Technology Australia's Fees and Refund Policy and Associated Procedures
- I acknowledge that I have been advised to contact Department of Home Affairs regarding any potential visa changes to my student visa.
- I understand that I must pay my all dues as one of the requirements for getting a release.
- I am aware of my rights to complaint and appeals.
- I understand that processing time for the application for the release is 10 working days.
- I understand and have been informed about my rights to Complaint and Appeal as per the Complaints and Appeals Policy and Associated Procedures of Grenfell Institute of Technology Australia if am not satisfied with the outcome of the release decision.
- I have read and understood Grenfell Institute of Technology Australia's course transfer requirements as documented on the previous page.
- I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted.
- I authorise Grenfell Institute of Technology Australia to contact the provider to whom I wish to transfer and/or my agent to verify the attached Letter of Offer.
- I understand that if I have not supplied the appropriate documentary evidence or if the information I have supplied is false and misleading, it may affect the outcome of the release application.

Student Signature		Date	
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For Office Use Only

Request Received By	Signature		Date	
Finance Approval	Signature		Date	
Outcome of the request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted			
Processed by	Signature		Date	
Reason for the decision (Please write below)				