

Request for a Release Form

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
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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 Note: Attach any supporting documents with this form and provide as much details as possible			
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 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	

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Version May 2020, Approved: CEO

Pass Global Pty Ltd t/a ALTEC College
 Provider Code: 22034 CRICOS Code: 02926D
 Melbourne | North Melbourne | Hobart

