

Application for Letter of Release

A YOUR PERSONAL DETAILS		
Family Name:		USI No:
Given Name(s):		
Student Number:	Course Name:	
Course Code	Course Commencement Date:	
Address:		
Suburb:	State:	Post Code:
Home Phone:		Mobile:

B REASON FOR TRANSFER

C IF TRANSFERRING TO ANOTHER INSTITUTE
Name of provider:
Course:
CRICOS Code:

D SUPPORTING DOCUMENTATION ATTACHED

Have you obtained a valid enrolment offer from another registered education provider?

- No. Yes please provide us the following details.
- Letter from student explaining reason**
(Please note: Reason must meet the ground of compassionate and compelling circumstances to be successful. See: *Deferring, Suspending or Cancelling Student Enrolment Policy & Procedure* for more details.)
- Copy of offer letter OR eCoE from proposed new provider**

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E STUDENT DECLARATION

- ✓ I declare that the information given is true and accurate to the best of my knowledge and I have not wilfully suppressed any information.
- ✓ I understand that if there are any changes to the information provided by me in this form, I would notify RGIT Australia immediately and in the event that I fail to do so, I will be liable for any additional costs incurred.

Signature of Student

Date

OFFICE USE ONLY

Student Services Manager	Y: <input type="checkbox"/> / N: <input type="checkbox"/> Signature	Date	
Finance	Y: <input type="checkbox"/> / N: <input type="checkbox"/> Signature	Date	
Admissions	Y: <input type="checkbox"/> / N: <input type="checkbox"/> Signature	Date	
Date of letter sent to student:			
Current enrolment withdrawn on	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Date:	Staff initial:
PRISMS variation submitted	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Date:	Staff initial: