

Release Request Form



STUDENT DETAILS			
First Name:			
Last Name:			
Date of Birth:		Student ID	
Current Course of Study:			
Principal Course of Study:			
Reason for requesting Release			
Student Declaration			
<ol style="list-style-type: none">1. I understand and acknowledge that this Transfer of Provider request will be processed in accordance with TIV Transfer between Registered Providers Policy and Procedure.2. I am aware that the decision to grant my release may affect my student's visa.3. I am responsible for contacting the Department of Home Affairs (DHA) to seek advice on whether this will affect my student's visa status.4. All the information provided in the form is correct and complete.5. Notwithstanding, should my request be denied, I have 20 working days to access the Complaints and Appeals process to appeal the decision.			
Student Signature		Date	DD/MM/YYYY

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Note for the students:

1. This form is to be completed by International Students enrolled at TIV seeking transfer to another registered provider.
2. Students seeking to transfer to another provider prior to completing six months of their principal course of study must refer to TIV Transfer between Registered Providers Policy and Procedure TIV Complaints and Appeals Procedure before filling out this form.
3. Student must provide an offer letter by the Institute student willing to transfer.
4. All applications will be assessed based on TIV Transfer between Registered Providers Policy and Procedure.
5. Documented evidence supporting circumstances/reasons for seeking a release must be included with this application.
6. A response to your request for a letter of release will be made in writing within ten (10) working days from the date of receipt of this form.

OFFICE USE ONLY			
Application received on		DD/MM/YYYY	
Letter of Offer from another RTO / Relevant supporting documents attached?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Principal Course Name			
Last Class Attended			
Finance Approval with Signature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Release granted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If not Granted, the Reason			
Copy of the Release Letter/ Refusal letter is placed in the student's file.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Release updated on PRISM	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Application processed by:			
Staff's signature:		Date:	DD/MM/YYYY