

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		
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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

E STUDENT DECLARATION		
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Form Number: R-5	Version: 2	Date Created: December 2009
Date Implemented: January 2010	Responsibility: Student services manager	Last Reviewed: JUNE 2016

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- ✓ 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Current enrolment withdrawn on	Yes 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: