

Release Letter Application Form

Information for student:

- This form is to be completed by the student who wants to apply a release their current course and applying to transfer to another provider prior to the completion of six months of the principal course for which their current visa was granted.
- For more information regarding transfer of student between providers please refer to Swanston’s website www.swanston.edu.au
- You should attach all the necessary supporting documents to validate your reason.
- The application will be processed within 10 working days from the date the application was received.
- Student is advised to contact the Department of Home Affairs (DHA) regarding any visa changes to the student visa.

Supporting evidence:

- a. A valid “Offer of Enrolment” from the new provider authenticating the transfer.
- b. A letter from the student indicating the benefits of transferring from their current course of study.

PERSONAL DETAILS			
Student Name			
Student ID No.			
Current Address			
Mobile No.			
Email Address			
Course Code & Course Name			
Reason for applying release:			
<i>Please attached the letter as per supporting evidence (b).</i>			
Student Name			
Student Signature		Date	

Release Letter Application Form

FOR OFFICE USE ONLY

Application received by:		
Name:	Signature:	Date:
Is the request for letter of release approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If outcome is No, please specify reason for refusal:		
Admin Department approval:		
Name:	Signature:	Date:
CEO/Compliance Manager approval:		
Name:	Signature:	Date: