RELEASE LETTER APPLICATION FORM

Ashmark™
The Ashmark Institute of Australia

Melbourne: Level 1, 459 Little Collins Street, Melbourne VIC 3000
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File Ref. No: ____/___/____

* You will be notified of your application status within **10 working days** from the date of receipt

This form is to be used:

- if you wish to withdraw from the course in which you are currently enrolled and you wish to transfer to another provider **AND**
- you have not completed six months of your principal course at Ashmark Institute for which your current visa was granted

Information:
Release letters will be provided in accordance with The Ashmark Institute of Australia's Student Policy and Procedures. Documents that you must attach to this request before your application for release will be considered are:

❒ Letter of offer from the Institute to which you wish to transfer
❒ Evidence of compassionate or compelling circumstances

Personal details

FAMILY NAME: _____ **CONTACT NO:** _____

GIVEN NAME: _____

GENDER: Male: ❒ Female: ❒ **DATE OF BIRTH:** ___/____/_____

STUDENT ID NO: _____ **GROUP:** _____ **EMAIL:** _____

** If you change your address during the period of deferment, please contact us to ensure your address details are updated for future correspondence.*

COURSE: *(please tick ✓)*
❒ Certificate III in Automotive Mechanical Technology ❒ Certificate III in ESL (Further Study) ❒ Diploma of Management

Comments/Requests

Please outline below your comments/requests (if not enough space, please refer behind)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Student's declaration

I understand that:

- This is an application for a release and the application will be considered in accordance with the Institute's policies and procedures.
- If the release is approved, my current electronic Confirmation of Enrolment (e-CoE) will be cancelled and the Department of Immigration and Citizenship (DIAC) will be informed of my transfer.
- If I choose to return to The Ashmark Institute of Australia, I will have to reapply for admission.
- If applicable, my entitlements to a refund will be assessed in accordance with The Ashmark Institute of Australia's Refund Policy.
-

Student's Signature:_____ **Date**: _____

FOR OFFICE USE ONLY

Outcome : ☐ Approved ☐ Not Approved ☐ No release letter required

<u>If applicable, reason/s not approved</u> (attach separate sheet, if needed):

Action required:

· PRISMS-eCoE cancelled ☐ · Teaching Department Advised ☐

· Refund Processed (if applicable) ☐