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Ashmark™
The Ashmark Institute of Australia
CRICOS Code: 02770G | RTO No: 121812
ABN: 26 110 180 035

RELEASE LETTER APPLICATION FORM

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: ❒ **DAT**
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 ❒ Diploma of Automotive Management ❒ 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

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

Action required:

· PRISMS-eCoE cancelled ☐ · Teaching Department Advised ☐

· Refund Processed (if applicable) ☐