

## APPLICATION FOR LETTER OF RELEASE

This form only applies to international students holding a current student visa and who are applying to study at another registered education provider in Australia within the first six (6) months of the principal course at Crown College International.

**NOTE:** A release letter is not required for students who have studied more than six (6) calendar months of their principal course at Crown College International.

### A Letter of Release - Supporting Documents List

An application for a “Letter of Release” will only be considered if you have completed this Application Form, been determined as eligible under the Transfer of Provider Policy and attached the following supporting documents:

- A copy of the Letter of Offer from another registered education provider;
- An attached signed written statement providing your reasons for requesting a Letter of Release;
- Written consent that Crown College International may contact the new registered education provider to confirm the Letter of Offer.
- Attendance at a meeting with Student Services to discuss your request

**Important note:** an application for release is not automatically approved. International students who wish to change their education providers or change to a new course must show that they maintain enrolment in an eligible course (or package of courses). Failure to do so may result in a cancellation of your visa by the Department of Immigration and Border Protection (DIBP).

If your application is approved, you will receive a confirmation letter and your Confirmation of Enrolment/s (CoE's) with Crown College International will be “released” on the government database, PRISMS. This is considered your formal release from study at Crown College International.

**Processing timeframe:** applications may take up to ten (10) business days to process. Please retain a copy of the completed notification from Crown College International for your own records.

### Further Information:

Please refer to:

- Transfer of Provider Policy – International Students
- Refund Policy – International Students
- National Code 2018

**A Letter of Release cannot be issued if:**

- You have an outstanding debt to Crown College International (debts include all tuition fees and additional material fees);
- The new course of study is at a lower academic level than the original course or group of courses with Crown College International (e.g. from an Advanced Diploma to a Certificate level course);
- The gap between the last day of your current course and the commencement date of your new course is greater than eight (8) weeks. If the gap is greater than eight (8) weeks but you have decided to return to your home country before commencing your new course, your Letter of Release will be issued eight (8) weeks before your new commencement.
- Crown College International withdrew its offer of admission due to the submission of fraudulent, incomplete, or inconsistent documents in your Application for Enrolment;
- You did not meet the attendance requirements, obligations, or other key requirements for admission to Crown College International;
- You have not attached all necessary supporting documents;
- You have withdrawn or discontinued your studies to return to your home country.

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## Application for Letter of Release

**Instructions:** This form is to be used to request a release letter from Crown College Internationals' packaged or principal course. It is important to read the Application for Letter of Release information (pages 1 and 2) before completing this form.

Crown College International Student ID Number:		
Family Name: (Surname)		
Given Name/s:		
Date of Birth: (DD/MM/YY)		
Mobile Number:		
Email:		
Current Australian Address:		
Current Crown College International Course name:		

Please tick one of the reasons below for your request for a Release from study; You MUST attach a separate statement explaining your reasons for requesting a release from your principal course (A4 page, must be typed and signed) with other supporting documents.

Unable to meet Crown College International's academic or English language requirements;	<input type="checkbox"/>
Government/other sponsor considers the change to be in my best interest (attach a letter of transfer approval from your sponsor);	<input type="checkbox"/>
Other: explain in detail in your attached letter	<input type="checkbox"/>

**Student declaration:** I have read and understood the International Student Release Letter Request Information. I certify that the contents of this application are true and correct and that all required documentation is attached.

Student's Signature:	Date:

Please complete and forward this form and supporting documents to [studentadmin@crowncollege.edu.au](mailto:studentadmin@crowncollege.edu.au) or hand in to the Student Support Officer.