

International Student Release from Principal Course Form

Request for Release from Principal Course for International Students

Section 1 – To be completed by student

Section 2 – To be completed by International Services Department

Section 1

Family Name

Given Name/s

Date of Birth

Student ID

Passport Number

Address

Suburb

Postcode

Email

Mobile

Course

Reason for Request for Release

Please provide relevant documents from list below (please tick to confirm documents included with this request)

- Letter of offer from provider to transfer
- Evidence of compassionate or compelling circumstances
- Written support from parent/guardian (for student under 18 years of age)
- Written support from government sponsor (for government sponsored students)

Declaration

I certify that the information provided on this document and any supporting documentation is true and correct.

Signature

Date

Section 2

Received by (staff member)

Date

Assessed by (staff member)

Date

Approved

Yes

Release letter issued

No

Letter of rejection issued

Details (if relevant)

Action required if release granted

- PRISMS – student default & SCV entered
- International database – status updated
- Invoice cancelled (if applicable)
- Teaching department advised via email