



Important Information

The only reason a Release shall be issued if:
 Techie International College has cancelled/ceased to offer your program. Compassionate and compelling circumstances (documentation required to support circumstances and a Letter of Offer from another provider is required
 International
 Students should not accept an offer at another institution unless Techie International College has agreed to issue the release.

During the process of assessing letter of release application, the student remains a studying at Techie International College and must adhere to Techie International College's attendance and/or course progress policies and procedures. It includes the appeal processing period also.

Decision Process

Your application will be considered within 05 working days either approving or refusing your release. If refused, we will issue you a letter outlining the reasons for refusal and procedure for appeals

Supporting Documents

Applications for a release letter will only be considered if you attach supporting documentation as follows:

- Offer letter from another provider; and
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request;

The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy. For more information please see Fees and Refunds policy & procedures.

Office Use Only

Accounting Department Student have no outstanding fees and agents' commissions

Staff Signature:		Date:	
Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		
Comments:			
CEO Signature:		Date:	