

Application for Release Form (For International Students)

This form will be applied on the international students on a student visa who have applied tostudy at another institution within the first 6 calendar months of their principal course at Techie International College and require a Release from the college. Please make sure to read 'Student Transfer policy and procedures' between providers before you apply for the release. Policy is available on https://techie.edu.au/

Student Details:							
Students Name:							
Student I.D.:				Date:			
Course/s Enrolled in:							
Email Address:				Contact			
				Number:			
Address							
Transfer Details (olease attach	letter o	f offer from and	ther provider			
Please provide details	of the course an	d provider	r at which you have	been offered a cou	urse		
Course:							
Institution:							
Expected							
Commencement:							
Reasons for apply	ing for roload	o Inlead	e attach sunnor	ting ovidence)			
		e (pieas	se attach suppor	ting evidence)			
Please select reasons f							
Course Academical	•			Course Academica	lly Unsuitable		
Others (Please pro	vide reasonys foi	release b	perow)				
Student Declaration	on						
Have you attached?							
Letter of Offer:	☐ Yes ☐ I	No	Supporting docur	nentation:	☐ Yes	□ No	
If no, please note that your application will not be assessed until documentation is provided.							
, ,	, , , ,			·			
Student Name & Signa	ture				Date:		
Please return this com	pleted form to t	he college	. If sending by ema	il, please send to			
info@techie.edu.au							



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

Students should not accept an offer at another institution unless Techie InternationalCollege 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 supportingdocumentation 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								
Office Ose Offig								
Accounting Department								
Staff Signature:			Date:					
Request:	☐ Approved	☐ Declined						
Comments:								
			1					
CEO Signature:			Date:					