

Letter of Release Application Form

(This form is only applicable to International Students)

***PLEASE READ THE APPLICATION INFORMATION BELOW BEFORE FILLING IN THIS FORM**

Important Information

1. According to the National Code 2007 (legislation): Prior to a student completing 6 months of their principal course (highest course enrolment on the student's initial visa), a letter of release is required for the student to transfer to another institute.
2. The student's request for a letter of release is only considered if the student attaches with this application **a copy of a valid letter of offer from another registered provider**. Additional supporting documentation is required for your application to be finalized.
3. Applications for a letter of release will be considered by the Student Support Manager and responded within **10 working days** of being received by Baxter Institute.
4. A letter of release will be granted in accordance with **Policy P07—Student Transfer** (available on Baxter Institute's website).
5. A letter of release will **NOT** normally be granted if the transfer **is to the detriment of the student** and relate to the following situations:
 - The student did not submit enough documental evidence to support reasons or claims in the application for letter of release; or
 - The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
 - The proposed transfer will be detrimental to the student's progression through a package of courses/ future study plans; or
 - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student; or
 - The student has unsatisfactory academic progress and is in the intervention process; or
 - The student has unsatisfactory behavior (i.e. non payment of tuition fees) and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Immigration and Border Protection (DIBP); or
 - The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made
6. If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights to appeal using Baxter Institute's complaints and appeals procedure. (Refer **P07 Student Transfer Policy** for more details. *This policy is available on Baxter Institute's website*)
7. Students must attend classes during this application process.
8. An application for refund cannot be submitted at the same time with the letter of release application. This refund application might be submitted once the student has been granted the letter of release, in this case the refund calculation will be based on the date the student was granted the letter of release.

Student Details

Student ID:	<input type="text"/>	Date of Birth:	<input type="text" value="DD/MM/YYYY"/>
Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Course	<input type="text"/>	Name:	Course Code: <input type="text"/>
Have you commenced the course? Yes	<input type="checkbox"/>	→	Date of Last Attendance: <input type="text" value="DD/MM/YYYY"/>
No	<input type="checkbox"/>	→	Commencement Date: <input type="text" value="DD/MM/YYYY"/>

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Level 10, 399 Lonsdale Street Melbourne Victoria 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: reception@baxter.vic.edu.au Website: www.baxter.vic.edu.au

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Reasons for Transfer

- Baxter Institute is unable to continue to provide the current course
- The course that the student wishes to enroll in is not available at Baxter Institute
- Threats to physical/mental health or safety by remaining at Baxter Institute, which can be alleviated through a transfer
- The course the student wishes to transfer to better meets the study capabilities or the long term goals of the student
- To get access to greater support (through services offered by another provider or through access to family, friends and cultural support network)
- The student can demonstrate or prove they are experiencing personal difficulty or educational problems that Baxter Institute cannot address with its resources
- The current course of study is clearly not consistent with documented course requested for on the student's application
- The student can prove that they were misled by the provider or an education or migration agent regarding Baxter Institute or its course
- Serious illness or death of a close family member (that led to a permanent change in the student's circumstances causing the enrolment inappropriate to continue)
- Other, please specify:

Do you have evidence to support the reasons/circumstances outlined?

- Yes Please attach supporting documents to this application
- No If evidence is not provided, the application is likely to be refused

Student's comment:

Student Declaration

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application. I further understand that failure to comply with the information stated above will result in an unsuccessful outcome. I confirm that I have received a copy of this application form. I further confirm that I understand a letter of release application **does not remove** the institute's right to cancel my enrolment (where I received sufficient time to submit a complaint and/ or appeal). The processing of this application and the cancellation of enrolment will take place in regards to whichever comes first.

Student Signature:

Date:

FOR OFFICE USE

Date of submission: Administrator Name: Signature:

Finance Manager Review: Yes No Signature: Date:

Std Supp. Manager Review: Yes No Signature: Date:

Student Support & Academic Manager/Student Support Officer/ Finance Manager comments: Name:

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