

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 2018 (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 Director of Studies and responded within **10 working days** of being received by Baxter Institute.
4. A letter of release may be granted in accordance with **Policy P07—Student Transfer** (available on Baxter'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 Home Affairs; 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.
9. Student submit this Letter of Release Application Form and all requested documentational evidence EITHER by:
 - Sending email to reception@baxter.vic.edu.au ; OR
 - Submitting in person at the Reception Desk at 601 Bourke Street, Melbourne, VIC 3000, Australia
10. If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter reception/student support hub how to in person or email to reception@baxter.vic.edu.au, otherwise we may not be able to contact you with important information.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
Ph: (03) 9650 0367 Fax: (03) 9654 1049
470 Bourke Street Melbourne Victoria 3000 Australia
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030

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Student Details

Student ID: Date of Birth:

Family Name: Given Name:

Course Code: Course Name:

Have you commenced the course? Yes → Date of Last Attendance:

No → Commencement Date:

Reasons for Transfer

- Baxter Institute is unable to continue to provide the course that the student is currently enrolled .
- The student will be reported because of not being able to achieve satisfactory course progress at the level they are studying, even after engaging with Baxter's intervention strategy to assist the student in accordance with Standard 8 (Overseas student visa requirements) .
- Baxter fails to deliver the course as outlined in the written agreement.
- The student can demonstrate or prove that their reasonable expectations about their current course are not being met.
- The student can prove that they were misled by the provider or an education or migration agent regarding Baxter or its course and the course is therefore unsuitable to their needs and/or study objectives.
- The student can demonstrate or prove they are experiencing personal difficulty or educational problems that Baxter Institute cannot address with its resources.
- The course the student wishes to transfer to better meets the study capabilities or the long term goals of the student.
- Compassionate or compelling circumstances that led to a permanent change in the student's circumstances causing the enrolment inappropriate to continue (e.g. Serious illness or death of a close family member)
- Other, please specify:

Why are you making this request? (Please write in your own words, if not enough space, please attached a statement)

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

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