RELEASE LETTER APPLICATION FORM

This form is to be completed by International Students wishing to withdraw from their current Chambers School of Business ("the School") course and/or applying to transfer to another Registered Training Provider prior to the completion of six months of the 'Principal Course' for which their current Student Visa was granted.

Please note

- The processing time for Release Letter Application is 10 working days from the date of receipt of completed application with required evidence.
- Release letters will be provided in accordance with the School's International Student Transfer between Registered Providers Policy and Procedure
- Students should read the International Student Transfer Between Registered Providers Policy and Procedure carefully to establish their eligibility for a release letter
- Request for a release letter must be made in writing using this form
- For an application for a Release Letter to be considered, students must complete all the sections below and attach required documents listed below and that are relevant to this application:
    - Valid Letter of Offer from another register provider;
    - Evidence of compassionate or compelling circumstances;
    - Application of Refund (if applicable).

Chambers School of Business
Level 04, 79 George Street, Parramatta NSW 2150
Ph: +61 2 8820 0205 Email: studentsupport@csb.edu.au ABN: 45 626 918 189 RTO ID: 45629 l CRICOS Code: 03867B
September 2022
Release letter Application Form

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Personal Details

Title: Mr. ☐ Mrs. ☐ Ms. ☐

Given Name:		Family Name:	
Date of Birth			
Address Line 1:			
Address Line 2:			
Suburb:	State:	Postcode:	
Email:		Mobile:	
Student ID No:		Enrolled Course Code and Name:	

Details of Application for Release

Student Declaration

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I understand that:

- the information provided in this form is true and correct;
- I have read and understand the School's policy in relation to transfer to another registered provider;
- This is an application for release from my current enrolled course and the application will be considered in accordance with the School's International Student Transfer between Registered Providers Procedure;
- I will be informed of the outcome of this request in writing including the reasons for the outcome;
- I have read and understood the School's Complaints and Appeals Policy and Procedure;
- If my application for a release letter is approved, my current electronic Confirmation of Enrolment (eCoE) will be cancelled and the Department of Home Affairs (DHA) will be informed of my provider transfer;
- If the release letter is approved, I understand that I must contact DHA and seek advice as to whether a new student visa is required;
- After the issuance of a Letter of Release, if I chose to return to the School for enrolment; I will have to reapply for admission;
- If applicable, my entitlement to a refund will be assessed in accordance with the School's Refund Policy and Procedure.

Signature _____   Date _____

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Please note that all evidence of document/s must be sighted and stamped as "Original Documents Sighted". Please state your name on the evidence of documents/s.

Application Received by

Name _____   **Date:**   **/**   **/ 20**

Outcome: ⚙Approved   ⚙Not Approved   ⚙No release letter required

Reason/s not approved: (if applicable)

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………………………………………………………………………………………………………

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………………………………………………………………………………………………………

Name: _____

Signature: _____   **Date:**   **/**   **/**

Action required:

⚙ PRISMS - eCOE cancelled   ⚙ Teaching Department advised
⚙ Refund processed (if applicable)   ⚙ Database updated   ⚙ Invoice cancelled (if applicable)

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