

# INTERNATIONAL STUDENT > RELEASE LETTER REQUEST FORM

The Release Letter Request Form should be completed when changing providers if:

- a) you have not completed 6 months of your principal course\* of study      b) a release letter has been requested by your new provider

*\*The principal course is defined as the highest qualification in a package of courses.*

## Students transferring to another provider

Students who have not completed 6 months of study in their principal course\* with Canning College and wish to transfer to another provider must complete a Release Letter Request Form. Release letters will only be granted in compassionate and compelling circumstances relating to the welfare of the student.

Compassionate and/or compelling circumstances are defined as a sudden change of circumstances beyond the student's control that impact plans for on-campus study in Australia, such circumstances must be supported by documentary evidence.

The following circumstances will not generally be considered compassionate or compelling circumstances:

- > Lack of understanding of Canning College Student Transfer + Release Policy and/or Withdrawal + Refund Policy.
- > Distance of your residential address from the campus at which you study.
- > A desire to change to a new course with lower fees.
- > If your CoE has already been cancelled for non-commencement or for an inactive enrolment status.
- > A desire to move to another training provider to be with friends.
- > Matters not related to your study with Canning College (such as accommodation issues, personal matters not affecting your study).
- > Student fees are outstanding.

*\*The principal course is defined as the highest qualification level in a package of courses. For example, a student who enrolls in a university package that consists of e.g. the Diploma of Business and the Bachelor of Business (University Degree); will have the Bachelor of Business as their principal course.*

## SUPPORTING DOCUMENTATION

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Please ensure you have attached the following relevant documentation:

Copy of Offer Letter from another provider

Statement of reasons why you are seeking release or other documentation explaining reasons for release request

Relevant evidence to support your claim

If under the age of 18, a copy of written approval from a parent or legal guardian supporting the transfer

## COST

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Release Letters are issued free of charge to international students. Please note all outstanding balances must be cleared prior to a Release Letter being issued.

## STUDENT DETAILS

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Please print your name as it appears in your passport. All fields requiring date/s to be filled in DD/MM/YY format unless specified.

File reference number: ..... Title (Mrs, Miss, Ms, Mr etc): ..... Date of birth: .....

Family name: ..... Given name(s): .....

Number + Street: .....

Suburb: ..... Postcode/Zip code: .....

Telephone: ..... Mobile: ..... Email: .....

Please explain why you want to be released from your program of study:

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## DECLARATION

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If the student is under the age of 18, parent / legal guardian details are required below.

Student name: ..... Signature: ..... Date: .....

Parent / Legal guardian name: ..... Signature: ..... Date: .....

When you have completed all details in the form and attached all required documentation, please submit to Canning College via: Post:

PO Box 1148 Bentley Delivery Centre Bentley, Western Australia, 6983

Email: [Canning.Col.Admissions@education.wa.edu.au](mailto:Canning.Col.Admissions@education.wa.edu.au)

## OFFICE USE ONLY

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Approved      Not approved      Student notified by email

Reason:

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Approved by Manager of Student Services + Compliance: ..... Date: .....