

RELEASE LETTER REQUEST FORM

This form should be completed when changing providers if:

- a) you have not completed 6 months of your principal course* of study and/or
- 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 Confirmation of Enrolment (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

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

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

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:

DECLARATION

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

OFFICE USE ONLY

Approved Not approved Student notified by email

Reason: