

Application for Release Form– International Students

Note: This form only applies to students on a student visa who have applied to study at another institution within the first 6 calendar months of their principal course at Ashton College and require a Release from the college. Please make sure to read 'Transfer between providers policy and procedures' before you apply for the release. Policy is available on <http://ashtoncollege.edu.au/wp-content/uploads/2018/09/Transferring-Between-Providers-Policy-Procedure-1.pdf>

Section A - Student Details

Student Name:			
Student I.D.:		Date:	
Course/s Enrolled in:			
Email Address:			
Contact Number:			
Address:			

Section B - Transfer Details *(please attach letter of offer)*

Please provide details of the course and institution at which you have been offered a place.

Course:			
Institution:			
Expected Commencement:			

Section C - Reasons for applying for Release *(please attach supporting evidence)*

Please select reason for applying:

Course Academically Unsuitable
 Compelling and/or Compassionate grounds
 Others (Please provide reason/s for release below)

Section D - Student Declaration

Have you attached?

Letter of Offer: Yes No
 Supporting documentation: Yes No

If no, please note that your application will not be assessed until documentation is provided.

Student Name & Signature		Date:	
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Please return this completed form to the college. If sending by email, please send to info@ashtoncollege.edu.au.

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Section E - Important Information

The only reason a Release shall be issued if:

- The Ashton College has cancelled/ceased to offer your program.
- Compassionate and compelling circumstances (documentation required to support circumstances and a Letter of Offer from another provider is required)

International Students should not accept an offer at another institution unless Ashton College has agreed to issue the release.

During the process of assessing letter of release application, the student remains a studying at Ashton College and must adhere to college attendance and/or course progress policies and procedures. It includes the appeal processing period also.

Section F - Decision Process

Your application will be considered within 10 working days either approving or refusing your release. If refused, we will issue you a letter outlining the reasons for refusal and procedure for appeals.

Section G - Supporting Documentation

Applications for a release letter will only be considered if you attach supporting documentation as follows:

- Offer letter from another provider; and
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request;

The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy. For more information please see Fees and Refunds policy & procedures.

OFFICE USE ONLY

Finance Consulted: Student have no outstanding fees and agents' commissions checked

Ashton College Finance Staff
Signature:

Date:

Request: Approved Declined

Comments:

CEO Signature:

Date: