T: +61 (2) 8542 0459
E: info@aicc.edu.au
www.aicc.edu.au

Campus:
L4, 11-15 Deane Street
Burwood, NSW 2134

STUDENT LETTER OF RELEASE REQUEST FORM

- This form is for International students holding a student visa and seeking to transfer to another CRICOS registered institution in Australia. Please complete all sections and return the completed form and all required documentation to Reception or Administration Department.
- An essential condition for a letter of release to be granted is that the student has a letter from another registered provider confirming that a valid enrolment offer has been made. A copy of the enrolment offer letter **must** be attached to the application form.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Name:			

REASON(S) FOR TRANSFER APPLICATION:

Please make sure that you are aware of the academic and financial implications of cancelling your course and enrolment.

If you believe you are eligible for a fee refund, you should lodge an Application for Refund form available from the website or by request from Administration. For your request to be approved you must:

- ○ Provide a copy of the Letter of Offer from the registered CRICOS institution to which you seek to transfer.
- ○ Pay all outstanding fees owed to Australia International Construction College

Student Signature: _____ Date: ____ /____ /____

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OFFICE USE ONLY			
○ **Granted** *(Completed six months in your principal course)* ○ PRISMS: Course variation submitted, printed and placed in student file. ○ Letter of release provided to students ○ Statement of Attainment provided to student		○ **Rejected,** Reason _____ ○ Not met the requirements ○ Not provided a letter of offer ○ Letter of refusal provided to students ○ Appeal date:_____/_____	
Administration Manager Signature:		Date:	/ /
Comments:			