

# 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.

Office Use Only

Received by:

Date:

**Student Details** (all below fields must be filled out)

Student Name		Student ID Number	
Phone Number		Date of Birth	
Current Home Address		Email Address	
Current Course of Study		Campus	<input type="checkbox"/> Sydney CBD <input type="checkbox"/> Manly
Commencement date with CSF		Date you will be ceasing studies at CSF	

Tick the appropriate box for why you request to be released from CSF:

- Transfer to another college
- Transfer to another college interstate. If you don't give one term's notice, you're required to pay 50% of the next term's tuition fees.
- Study English

Please state below why you wish to be released from CSF. Compelling/compassionate reason must be accompanied with evidence (e.g. medical certificate or a statutory declaration).

Have you paid all outstanding fees? This must be done before you will be released.

- Yes       No

Would you like to collect your Certificate/Statement of Attainment before you return to your home country?

- Yes, I'll pick it up at CSF     
  Yes mail it to my Sydney Address     
  No, email it to me

**Relevant Policies:** Before applying for a release, please ensure that you refer to the relevant policies outlined in the Student Handbook which is available on the CSF website.

- Transfer Between Registered Provider Policy
- Refund Policy
- Complaints and Appeals Policy

## Declaration

I declare that the information provided by me is true. I have read and understood the information provided in the student handbook and agree to the CSF Transfer between Registered Providers Policy, Refund Policy and Complaints and Appeals Policy referenced above. I understand that I may need to contact the Department of Immigration and Border Protection (DIBP) to see whether another new student visa is needed.

Offer letter from new Provider:  Yes       No

Other supporting documents:

Student Signature:

Date: