



RELEASE LETTER APPLICATION FORM

PLEASE READ BEFORE COMPLETING THIS FORM

This form is for International Students holding a Student Visa and seeking to transfer to another registered education provider in Australia. Before you complete this form, please read the Student Transfer Policy and Procedure and Student Withdrawal and Refund Policy and Procedure and Fees, Charges and Refund Policy and Procedure.

- *This form is used for a current student of Evolution Hospitality Institute who has not completed 6 months of their principle course.*
- *International students who have not yet completed six months of their principal course may not be eligible to transfer except in certain circumstances.*
- *Students must complete all sections of this form*
- *The transfer process will commence within 10 working days from the receipt of this application. Supporting documents must be attached.*
- *The formal withdrawal process will only occur after the transfer process is finalised.*

Note: Where finances are in effect final decisions against Release Applications will be decide by Evolution Hospitality Institute - Finance Department and Management of Evolution Hospitality Institute.

STUDENT DETAIL

Surname:	First Name:	
Student ID:	Course:	
Address:		
Phone (H):	(M):	Email:

TRANSFER DETAIL

When did you start your course at Evolution Hospitality Institute? _____	
Name of New Course: _____	
Name of Institution Transferring to: _____	
Do you have a valid Letter of Offer from the New Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(if yes, please provide a copy of offer as evidence)	
Why do you wish to transfer? (please provide a statement of reason and submit all the relevant documents to support your transfer approval)	
_____ _____ _____	
Student Signature:	Date:
Agent Details:	
Agent Company Name:	Name of Authorised Contact of the Agent:
Email:	Phone:



Student Declaration

- I declare that the information I have provided to EHI is true and correct and the documents are authentic
- I understand that providing false or misleading information or fraudulent documents to EHI is considered as student misbehavior and could put myself at the risk of being suspended from the course or being reported to DIBP and Department of Education and Training via PRISMS.
- I declare that I have read and understand the Student Transfer Policy and Procedure, Withdrawal and Refund Policy and Procedure and Fees, Charges and Refund Policy and Procedure.
- I understand that I must maintain my attendance and course progress and meet the study requirement during the processing period
- I understand that EHI will not automatically approve the Release Letter request.

Student Name: _____

Date: _____

Student Signature: _____

Office Use Only:

- Approved – Release Letter issued
- Declined – Release Letter request refused and refusal letter sent to the student.

Comments:

Student Support Manager signature: _____ Date: _____