

## REQUEST FOR RELEASE LETTER

<b>Student ID</b>			
<b>Given Name (s)</b>		<b>Surname</b>	
<b>Email</b>			
<b>Home Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Home Phone</b>		<b>Mobile</b>	
<b>Visa Type</b>			

Current Course and Package Detail	Start Date	End Date
<input type="checkbox"/> TBA Australian Lifestyle English		
<input type="checkbox"/> 104821J General English		
<input type="checkbox"/> 104822H IELTS Preparation		
<input type="checkbox"/> 104823G English for Academic Purposes		
<input type="checkbox"/> BSB40120 Certificate IV in Business		
<input type="checkbox"/> CUA40715 Certificate IV in Design		
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication		
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management		
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication		
<input type="checkbox"/> CUA51015 Diploma of Screen and Media		
<input type="checkbox"/> CUA60615 Advanced Diploma of Screen and Media		

New Education Provider Details	
Education Provider Trading Name	
Course Name	
Intake Date	
<input type="checkbox"/> I have attached an unconditional offer letter from this education provider.	
<b>Reason for the request of release (a brief summary of the reason to support the application):</b>	
(Please provide a reason for the request and attach any evidence/support documentation)	

City Language Institute Pty Ltd T/A City Language Centre		ABN: 95625048464	CRICOS: 03893M
Suite 303, Level 3, 343 Little Collins Street, Melbourne VIC 3000		Ph: +613 8639 0184	www.cityenglish.edu.au
Doc Number: F02	Doc Name: Request for Release Letter		Modified by: K.Hibberd
Version: 1	Review Date: Sept 2022		Modified on: 07/09/2021

### Important Information:

1. Students may apply to cancel and release their enrolment due to:
  - compassionate and compelling circumstances; these circumstances must be backed by documented evidence
  - **student transfer to another provider:**  
*Generally, students cannot transfer between registered providers prior to completing six calendar months of their principal course. The standard policy is for tuition fees due for the first term to be paid. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the Letter of Offer and payment plan agreement.*
  - student notifies of cessation of studies, which may include, but is not limited to:
    - ✓ the student decides to terminate their studies and leave Australia
    - ✓ change to the student's visa status for example the student is no longer under a student visa
2. CLC will NOT process an application for cancellation NOR grant a letter of release until outstanding tuition fees are paid.
3. A decision will be sent to you in writing within 10 business days of receiving all documentation to assess the request. It will not be finalised until CLC advises you in writing.
4. The Student is encouraged to refer to the Deferral, Suspending and Cancellation of Student Enrolment's policies and procedures for further details.

### Student Declaration:

- I certify that all information, including supporting documentation and certificates, is correct
- I acknowledge that I have to contact the Department of Home Affairs to seek advice on whether a new student visa is required.
- I have read and understood CLC's policy and procedure in relation to Cancellation of Enrolment and transfer between registered providers.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may affect my enrolment at CLC.
- I acknowledge having 20 working days to access the Complaints and Appeals process to appeal if the request is denied.

<b>Signature</b>		<b>Date</b>	/ /
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To complete by CLC Staff		
Last day of Class Attendance		
Received by Administration		/ /

Decision	<input type="checkbox"/> Approve	<input type="checkbox"/> Rejected
Name		Position
Signature		Date

Action Required	Actioned By	Date
<input type="checkbox"/> PRISMS updated		/ /
<input type="checkbox"/> CoE (s) updated		/ /
<input type="checkbox"/> Database updated		/ /
<input type="checkbox"/> Student/Education Agent advised		/ /
<input type="checkbox"/> All documents filed in student folder		/ /

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