



Application for Release

Instructions:

- This form is for International Students seeking release from their studies at the Australian Technical College Western Australia (ATCWA).
- Please complete all the sections below and attach the required documents.
- The processing time of the application is **Fourteen (14) working days**.
- If you have already completed six (6) months of study of your principal course at ATCWA, please do not complete this form, but submit an '**Application for Cancellation of Studies**'.
- Additional information you must be aware of before submitting this application is provided in **Appendix A** of this form.

Student ID Number:	
First/Given Name:	
Family /Surname:	
Current residential Address:	
Contact No:	
Email:	
Course Cancelling from:	
Commencement Date:	
REASONS FOR REQUEST OF RELEASE (Please explain why are you applying for release)	

SUPPORTING EVIDENCE & REFUND REQUEST

- If you plan to transfer to another institution, attach a copy of your offer letter from that institution.
- Attach copies of any other documents that support your request.
- If you are seeking a tuition fee refund, please complete the 'Application for Refund' and attach it to this application.
- Please ensure you submit all documents to the Enrolment Officer via email to enrolment@atc.wa.edu.au and complete all procedures listed above. Incomplete applications will not be considered.
- An application for release is not automatically approved. Please speak to the Enrolment Team before accepting a new offer from any other training provider.
- Also, please read the supplementary information provided in Appendix A below, before proceeding with your request.

I declare that I have read and understood the above instructions and the information provided in this application is true and correct to the best of my knowledge.

Student Signature:

Date:

Application for Release



Australian Technical College
Western Australia

FOR OFFICE USE ONLY	
Date Application Received:	/ /
Release Approved or Denied:	☐ Approved ☐ Rejected
If Approved, is a refund applicable:	☐ Yes ☐ No
If rejected, please state the reason(s):	
Date CoE Cancelled:	/ /
Date Student Notified:	/ /
Date Student File & SMS Updated:	/ /
Staff Name:	
Position:	
Date:	

Appendix A: Statutory Information for International Students

Pursuant to Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, overseas students are legally required to remain with their principal education provider for the initial six (6) months of their principal course. Consequently, applications for a transfer of provider via a release from the principal course will only be considered after this initial six-month period has concluded.

In accordance with institutional policies and procedures, ATCWA may grant a release prior to the completion of the six-month period under specific circumstances, provided the application is substantiated by verifiable documentary evidence.

A transfer and release may be approved under the following conditions:

- The student demonstrates compelling or compassionate circumstances that necessitate a transfer to an alternative provider.
- ATCWA fails to deliver the course as outlined in the executed written student agreement.
- Verifiable evidence demonstrates that the student's reasonable academic expectations regarding the course are not being fulfilled by ATCWA.
- Evidence establishes that the student was misled by ATCWA, or by an authorized education or migration agent, regarding the institution or the course structure, thereby rendering the course unsuitable for the student's academic objectives.
- An internal or external appeals process concludes with a formal recommendation or decision to release the overseas student.
- The student encounters academic or personal difficulties that remain unresolved despite documented engagement with ATCWA's designated student support services.
- Formal approval for a release is not required (although formal cancellation of enrolment remains mandatory) under the following conditions:
 - The student has completed six (6) months or more of study in their principal course at ATCWA. In this instance, the student must submit an official 'Application for Cancellation of Studies'.
 - The student fails to meet the entry conditions outlined in their formal Letter of Offer, preventing the commencement of the ATCWA program.
 - The student intends to permanently return to their home country and discontinue their studies within Australia. Enrolled students must still formally submit an 'Application for Cancellation of Studies'.

Upon the successful submission and subsequent approval of an 'Application for a Release' accompanied by required evidentiary documentation, the student will be formally released from ATCWA. Consequently, the student's Confirmation of Enrolment (CoE) will be cancelled immediately. This administrative action automatically notifies the Department of Home Affairs (DoHA) and the Department of Education via the PRISMS network.

Circumstances under Which a Letter of Release Will Be Denied:

- The student seeks a transfer due to a personal change of mind regarding their chosen field of study.
- ATCWA determines that the requested transfer acts against the best interests of the student's academic progress or future educational pathways.
- The student has failed to utilize ATCWA's support services to resolve personal or academic challenges, including geographic distance from the campus, commuting issues, or difficulties adapting to higher education and academic workloads.
- Notwithstanding the aforementioned provisions, ATCWA determines that the student has made post-enrolment lifestyle choices regarding accommodation, employment, or travel that conflict with their mandatory course requirements.
- The application is based on a routine need for financial assistance or employment accommodation.
- ATCWA possesses reasonable grounds to believe the transfer request is an attempt to evade being reported to DHA for non-compliance with visa and course requirements.
- The student is subject to reporting procedures due to a failure to achieve satisfactory academic progress, despite documented participation in ATCWA's academic intervention strategies.

Administrative processing timeline:

- Applicants must allow a minimum of fourteen (14) business days for the formal assessment and processing of the application.
- Official notification of the outcome will be issued in writing to the postal and email addresses provided on the application form.