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# **Application for Release**

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## Instructions

1. This form is for International Students who are seeking release from Australian Technical College Western Australia (ATCWA).
2. Please complete all the sections below and attach required documents. Processing time is ten (10) working days.
3. 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'.
4. **Please read the information on the back of this form before submitting your application.**

## Personal Details

<b>Student No.:</b>		<b>Course Name:</b>		
<b>Family Name:</b>		<b>First Name/s:</b>		
<b>Current Postal Address:</b>	<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Phone Number:</b>				
<b>Email:</b>				
<b>Are you sponsored or do you have a Government Loan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				

## Required Documents and Procedures

- Attach a letter explaining why you are applying for a release. Your letter must be typed (hand-written letters will not be accepted) and include your name and student number.
- Attach a copy of your offer letter from the institution to which you wish to transfer.
- Attach copies of any documents that support your request, for example, medical certificates.

# Application for Release



**Australian Technical College**  
WESTERN AUSTRALIA  
RTO Code: 41279 CRICOS Code: 03437B

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**Note:**

- If you are seeking a refund of tuition fees, please complete the '*Application for Refund Form*' and attach with this application.
- Please ensure you submit all documents the Admin Officer or the Student Support Officer via email to [support@atc.wa.edu.au](mailto:support@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 Director of Studies and/or Operations Manager before accepting your new offer.

**Student's Signature:**

**Date:**

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# Important Information for International Students

Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code states that you must study with the education provider of your principal course for the first six (6) months of that course (or, for the school sector, until after the first six (6) months of the first registered school sector course). You may apply for release from your principal course within the first six (6) months of study (or, for the school sector, until after the first six (6) months of the first registered school sector course), in accordance with the Transfers between Registered Providers Policy & Procedure.

ATCWA may grant a student a release under the circumstances below (these circumstances must be supported by relevant documentation).

### A release may be granted in the following instances:

- If you can demonstrate compassionate or compelling circumstances which necessitate transfer to another provider;
- You will be reported because you are unable to achieve satisfactory course progress at the level you are studying, even after engaging with ATCWA's intervention strategies to assist you;
- ATCWA has failed to deliver the course as outlined in the written agreement;
- There is evidence that your reasonable expectations about your current course are not being met by ATCWA;
- There is evidence that you were misled by ATCWA or an education or migration agent regarding ATCWA or the course and the course is therefore unsuitable to your needs or study objectives;
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student; and
- If you are experiencing academic or personal difficulties which have not been successfully resolved after you have accessed our support services.

### You do not need approval for a release (but you do need to cancel your enrolment) if:

- You have been studying at ATCWA for six (6) months or more in your principal course. In this case, you should complete an 'Application for Cancellation of Studies' form;
- You do not meet the conditions on your Letter of Offer and therefore cannot commence your ATCWA program; or
- You wish to return to your home country and do not wish to continue studying in Australia. You should, however, complete an 'Application for Cancellation of Studies' if you are enrolled with ATCWA.

Once you submit the 'Application for a Release' and provided you are granted release from ATCWA, your Confirmation of Enrolment (CoE) will be cancelled, immediately notifying the Department of Home Affairs (DHA) and the Department of Education and Training (DET).

**Circumstances for which a Letter of Release will not be granted:**

- You have changed your mind about what course you wish to study;
- When ATCWA does not agree that the transfer is in the best interests of your academic progress or future study plans;
- If you have not accessed ATCWA support services for assistance with study or personal issues such as living a long distance away from the campus, travel difficulties, difficulties adjusting to College life and the demands of academic work;
- The provisions above notwithstanding, where ATCWA believes that you have made decisions post-enrolment regarding accommodation, employment or travel that are not aligned with your course requirements;
- Routine need for financial support; and/or
- When ATCWA believes that you are trying to avoid being reported to DHA for not meeting course requirements.

**You should allow at least ten (10) working days for your application to be processed. You will be notified in writing (to the mailing and email address entered on this form) of the outcome of your request.**



OFFICE USE ONLY	
<b>Date Application Received:</b>	/ /
<b>Release Approved or Denied?</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>If Approved, is a refund applicable?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Denied, please state the reasons:</b>	
<b>CoE Cancelled:</b>	/ / by _____
<b>Student Notified:</b>	/ / by _____
<b>Student File Updated:</b>	/ / by _____

**Staff Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_