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# Application for Release

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## 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 **Ten (10) 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:			
Residential Address:			
	Suburb:		Postcode:
Contact No:			
Email:			
Course Cancelling from:			
Commencement Date:			
Are you sponsored or do you have a Government Loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### REASONS FOR REQUEST OF RELEASE (Please explain why are you applying for release)

### SUPPORTING EVIDENCE & REFUND REQUEST

# Application for Release

- If you are planning to transfer to another institution, attach a copy of your offer letter from the 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](mailto: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 Director of Operations or Operations Manager before accepting a new offer from any other training provider.
- Also, please read the following supplementary information before proceeding with your request.

I declare that 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:**

## FOR OFFICE USE ONLY

Date Application Received:

/ /

Release Approved or Denied?

Approved  Rejected

# Application for Release

If Approved, is a refund applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If rejected, please state the reason(s):	
Date CoE Cancelled:	/ /
Date Student Notified:	/ /
Date Student File/System Updated:	/ /
Staff Name:	
Position:	
Date:	

## Appendix A: Important Information for International Students

Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 states that you must study with the education provider of your principal course for the first six (6) months of that course. Accordingly, you may apply for release from your principal course after the first six

(6) months of study to be transferred to another Provider. As per the applicable policies and procedures, ATCWA may grant a release under the circumstances below that must be supported by relevant documented evidence.

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

- If you can demonstrate compassionate or compelling circumstances that necessitate transfer to another provider;
- 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 goals;
- 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 that 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 submit an 'Application for Cancellation of Studies';
- 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, submit an 'Application for Cancellation of Studies' if you are enrolled with ATCWA.
- Once you submit the 'Application for a Release' with the relevant evidence, you will be released from ATCWA. Accordingly, your Confirmation of Enrolment (CoE) will immediately be cancelled, 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 disagrees 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 you are trying to avoid being reported to DHA for not meeting course requirements.
- Also, you will be reported because you cannot achieve satisfactory course progress at your study level, even after engaging with ATCWA's intervention strategies to assist you.

## Timeline to process your release request:

- 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.