

## Application for Release Letter – International Students

**This form only applies to students on a student visa who have applied to study at another institution within the first 6 months of their principal course at FOUNTAIN College and seek to be released from FOUNTAIN College.**

### IMPORTANT INFORMATION

FOUNTAIN College will issue the release letter where it is satisfied that:

- A course is academically unsuitable for the student;
- A course is inappropriate for the student (i.e. student is better suited to a different academic environment or course does not meet his/her educational or developmental needs);
- Compassionate or compelling reasons for the transfer exist

International Students should not accept an offer at another institution unless FOUNTAIN College has agreed to issue the release letter.

### DECISION PROCESS

Your application will be considered. You will be issued with a letter within 5 to 10 working days either approving or refusing your release. If refused, the letter will outline the reasons for refusal and procedure for appeals.

### SUPPORTING DOCUMENTATION

Applications for a release letter will only be considered if you attach supporting documentation

- Offer letter from another provider; and
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request;
- a copy of written approval from a parent or legal guardian supporting the transfer

### PRIVACY STATEMENT

The information on this form is collected for the purposes of assessing your application for a release letter. You have the right to access personal information that FOUNTAIN College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the International Student Officer.

#### **PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

**ALWAYS** refer to the electronic copy for the latest version

FOUNTAIN College CRICOS Provider Code: 03370E

## Application for Release Letter – International Students

**Note:** This form only applies to international students on a student visa who have applied to study at another institution within the first 6 months of their year at FOUNTAIN College and require a Release letter from FOUNTAIN College.

### Section A ~ Personal Details

Please attach a copy of written approval from a parent or legal guardian supporting the transfer

Family Name:

Given Names:

Telephone:

Email:

Year Level

### Section B ~ Transfer Details

Please provide details of the course and institution at which you have been offered a place.

Course Title:

Expected Commencement:

Institution:

Campus:

### Section C ~ Reasons for applying for Release

Please select reason for applying:

- Course Academically Unsuitable  
 Course Inappropriate

- Compelling and/or Compassionate grounds

### Section D ~ Student Declaration

Have you attached? Letter of Offer: Yes No  
 Supporting documentation: Yes No  
 Letter from Parent of Legal Guardian: Yes No

If your answer for any of the questions above is no, please note that your application will not be assessed until documentation is provided.

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

Signed: \_\_\_\_\_ Date: / /

### Section E ~ International Recruitment Services Approval

Approved

Comments:

Not approved (please provide reasons)

Nominated Staff Member Name:

Signature

Position:

Date: / /

#### PRINT WARNING

Printed copies of this Document or part thereof should not be relied upon as a current reference document.

ALWAYS refer to the electronic copy for the latest version

FOUNTAIN College CRICOS Provider Code: 03370E