# Letter of Release Application Form

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| Student name |  | Student ID: |  |
| Date of birth: |  | Mobile number: |  |
| Address: |  | Email: |  |
| Course name: |  | Course commencement date |  |

##### Reason for transfer application

* *Student must attach the offer letter from the transferring provider with this application.*
* *Student should provide all evidence to support their reason for transfer.*

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| **Reason for transfer** | Please tick if relevant |
| GBCA fails to deliver the course as outlined in the written agreement; |  |
| There is evidence that the student’s reasonable expectations about their course are not being met. |  |
| There is evidence that the overseas student was misled by GBCA staff or its agent regarding the GBCA or its course, and the course is therefore unsuitable to their needs and/or study objectives. |  |
| In exceptional compassionate circumstances beyond the student control, and the exceptional compassionate circumstances has led to a permanent change in the student’s circumstances that makes continued enrolment inappropriate. (independent evidence of the exceptional circumstances is required) |  |
| The overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider’s intervention strategy.  (GBCA will still report the student course progress, which may affect the student’s visa.) |  |
| Other: (please specify) |  |

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| --- | --- |
| Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Office use only:**

Recommendation to:  Approve Refuse (send intention to refuse)

Recommended by:

|  |  |
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| **Reason for refuse** | Please tick if relevant |
| The requirements of the written agreement have not been met by the student; or |  |
| The student does not satisfy any of the situations which normally lead to a letter of release being granted; or |  |
| The proposed transfer will jeopardise the student’s progression through a package of courses; or |  |
| The student has unsatisfactory academic progress and has not genuinely engaging with GBCA intervention strategy with the intention of failing and being released. |  |
| The student has unsatisfactory behaviour and has been or is about to have their enrolment suspended or cancelled and be reported to DIBP; or |  |
| The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made. |  |
| The student has recently started studying the GBCA course and the full range of support services are yet to be provided (or offered) to the student |  |
| circumstances when a transfer will be refused and when the transfer may be considered detrimental to the student |  |
| Others: (please specify) |  |

Final decision and process finalised in PRISM:  Grant a release  Refuse the release

Compliance manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_