

# Sunshine College of Management Pty Ltd



18 Withers Street Sunshine Victoria 3020  
Tele +61 3 9311 5180; Fax +61 3 9312 7625  
E-mail: [info@scm.vic.edu.au](mailto:info@scm.vic.edu.au)  
Website: [scm.vic.edu.au](http://scm.vic.edu.au)

## Release Letter Application Form

This form is to be completed by International Students wishing to withdraw from their current course and applying to transfer to another Registered Training Provider **PRIOR** to the completion of six months of the principal course for which their current Visa was granted.

**The principal course** - is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses

### Please note:

- You should read the policy carefully to establish your eligibility for a release letter
- Release letters will be assessed and provided in accordance with SCM's Student Transfer Policy & Procedure
- Any request for a release letter must be made in writing, using this form and attach supporting documents listed below, relevant to your application
- your application will not be assessed until documentation is provided
- **Processing time is 10 working days from the date of receipt of complete application**

### Supporting Documentation

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

- Offer letter from another provider; and
- Statement of reasons why you are seeking release and other documentation explaining reasons for release request;
- Government sponsor has provided written support for the change.

Personal Details		
Family Name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:	Date of Birth:	
Address:	Suburb/City:	Post Code:
Student ID No:	Contact No:	
Email:		
Course:		

Reasons for applying for Release:

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## Student Declaration:

- I have read and understand Sunshine College of Management Pty Ltd policy in relation to student transfer
- I confirm the information provided is true and correct.
- I understand that I may be required to meet with the College (CEO/Compliance Officer) to discuss the reasons for the application and possible options.
- I understand I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood SCM's Complaints and Appeals Process.
- I understand that if a release letter is granted my current and any future electronic Confirmation of Enrolment (eCoE) will be cancelled and the Department of Home Affairs will be informed of my transfer via PRISMS.
- I understand that if a release letter is granted I must contact Immigration to seek advice on whether a new visa is required.
- I understand that if applicable, my entitlement to a refund will be assessed in accordance with SCM's Refund Policy
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Have you attached? Letter of Offer:  Yes  No

Supporting documentation:  Yes  No

If no, please note that your application will not be assessed until documentation is provided

**Student Signature:**

**Date:** / /

## OFFICE USE ONLY

Application received by: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Supporting Documentation Attached:  Yes  No

Meeting Held  Yes  No  Not Required  Notes and outcome recorded

Outcome:  Approved  Not Approved  Release Letter Not Required

Reason for refusal

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CEO Signature: \_\_\_\_\_

### Application outcome processing

Notification email sent to student \_\_/\_\_/\_\_

Record release approval in PRISMS \_\_/\_\_/\_\_

Record release refusal in PRISMS (20 days after notification email was sent to student) \_\_/\_\_/\_\_