

APPLICATION FORM FOR A LETTER OF RELEASE (CRICOS)



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 a student **must complete 6 months of their principal course before applying for a release.**

Application for a Letter of Release – Student Visa Students only

Students seeking a Letter of Release on academic, language or other grounds must be able to demonstrate that they have exhausted all avenues of support available through AIWT including student services support, counselling services and/or language and learning support. An application for release is not automatically approved. Please speak to the Student Services Coordinator before applying for a new offer of enrolment.

If you have already completed six (6) months of study of your principal course at AIWT, please do not complete this form, but submit an 'Application for Cancellation of Studies'.

This application must be submitted to studentservices@aiwt.edu.au with the completed form and required documents attached.

Decision Processing Time:

If the request is approved, processing time is seven (7) working days after meeting with Student Services.

AIWT will issue a "Letter of Release" in the following instances:

- AIWT has cancelled/ceased to offer the accepted program
- The student did not meet academic or language requirements and/or the program was academically unsuitable
- The student can demonstrate genuine compassionate or compelling circumstances which necessitate transfer to another provider;

The following circumstances are NOT considered acceptable reasons for release:

- The student wants to transfer to another provider at a lower AQF level, a similar program and/or program with lower fees and / or an easier course.
- The student has changed their mind about the program
- The student has been issued a NOITC and/or a NOITR and is avoiding being reported to DHA
- The student lacks understanding of AIWT policies and procedures
- The distance from the student's residential address to the campus of study is problematic;
- The student wants to change to a program that is outside the student's previous field of study;
- The student had a CoE cancelled for non-commencement of study and/or an inactive enrolment;
- The student wants to live somewhere else;
- Minor matters not related to study at AIWT (accommodation issues, minor car accidents, personal matters).
- The student wants to enrol into a course not registered on CRICOS

You do not need a Letter of Release if:

- You have been studying at AIWT 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 AIWT 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 AIWT.

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Section A – Personal Details

AIWT Student ID Number

Family Name:

Given Name:

Phone contact:

Email:

Address:

Suburb:

Who is your Education agent:

DoB:

Section B – Transfer Details (attach letter of offer) *Please provide details of the program of study and institution at which you have been offered a place*

Course of Study

Crisco Code

Provider Name

City/Campus

Section C – Grounds for Transferring to another provider

Program is no longer offered at AIWT

Academic or Language Grounds

Compassionate or compelling circumstances

- ☐ I have attached a copy from AIWT to confirm that the course has been cancelled or ceased

- ☐ I have evidence from AIWT that I have not met academic or language requirements (record of meetings, email or similar)
- ☐ I have evidence from AIWT that I am better suited to a different learning environment or that the program of study does not meet my educational development needs

- ☐ I have attached sufficient evidence to demonstrate compassionate and compelling circumstances

Section D – Personal Statement *You must provide a personal statement which outlines the circumstances surrounding your request for a Letter of Release and which explains why AIWT is no longer suitable for you and how the new institution will address your circumstances in a way that AIWT cannot. You can attach this as a separate letter address to AIWT Student Services with your Name and Student ID.*

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Section E – Student Declaration

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.

Student Signature: _____ Date: _____

I have read and understood the Privacy Statement.

I understand that if my application is approved:

- I need to complete a cancellation form
- I am fully liable for any outstanding fees or if I have prepaid tuition fees that it is my responsibility to complete an application for refund.
- My Confirmation of Enrolment (CoE) will be cancelled, immediately notifying the Department of Home Affairs (DHA) and the Department of Education and Training (DET) and that it is my responsibility to contact DHA to find out if my student visa is affected.

I understand that if my application has been rejected that I have the right to enter a formal complaints and appeals process.

Student Signature: _____ Date: _____

Privacy Statement The information on this form is collected for the purposes of assessing applications for a Letter of Release. If students do not complete all questions on this form, it may not be possible for the application to be processed. Students have the right to access personal information that AIWT holds about them, subject to any exceptions in relevant legislation.

If students wish to seek access to their personal information or inquire about the handling of their personal information they should contact the Student Services Coordinator at AIWT at the following email address: studentservices@aiwt.edu.au

Checklist – tick applicable sections:

- ☐ I have completed section A – E
- ☐ I have attached a Valid Letter of Offer
- ☐ I have attached authentic and genuine supporting evidence
- ☐ If you are seeking a refund of course fees, please complete and attach the application for Refund form
- ☐ I am currently studying not at AIWT but have a packaged course program and AIWT is my principal course provider

I am currently studying at AIWT, but my principal course is with a University or HE provider – please seek a Letter of Release from this provider

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OFFICE USE ONLY

Assessment of Application

Application has been submitted complete	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Agent has been informed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Agent commission refund available	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Transfer has been approved	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Transfer has been rejected	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Reasons for rejection:		Processing officer:
Student has been notified of the decision in writing	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
PRISMS has been updated	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Student cancelled out of future courses in SMS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Accounts informed, and future invoicing updated	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Does OSHC need to be cancelled	Yes <input type="checkbox"/> No <input type="checkbox"/>	Processing officer:
Authorised Officer Name:		
Date:		

Special Notes:

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