



## SC8.3 – Request for Release

Read this application carefully.

If you are **currently** studying at Australian Virtus Institute that is packaged with another course with Australian Virtus Institute, please return this form via email to: [maria@avi.edu.au](mailto:maria@avi.edu.au)

You must continue to attend classes until you receive the outcome of this application. You will be notified of the outcome of your request for a release within 10 working days of the submission of this completed form along with all required supporting documentation. Complete all sections and ensure that supporting documents are attached. Write in **BLOCK LETTERS using a blue or black pen**. Tick where applicable.

### Student's personal details

Student number   Male  Female Date of birth

Family name as stated in passport

Given name(s)

Are you under 18?  Yes  No

Are you on student visa?  Yes  No

### Student's current personal address

Number and Street

Suburb/Town

City/State

Mobile / Telephone

Student's email

### Transfer and release request details

You must list your Australian Virtus Institute principal course and your current course of study details if you have yet to commence your principal course. If you have commenced your principal course, please only complete your AVI principal course details. The principal course is one for which a student visa has been issued as a package study in the program. For example, if a student accepts package offer Certificate III or Certificate IV + Diploma / Graduate Diploma, the Diploma / Graduate Diploma is the principal course.

Have you completed 6 months of your principal course?  Yes  No

What is your principal course at AVI:  Certificate III  Certificate IV  Diploma  Graduate

Diploma

If you are on a package with AVI what course are you currently enrolled in?

What are the course details for the provider you wish to

transfer to? Name of new provider:

Name of new course:

### Reason for Release Request (Please tick one option and provide evidence)

- AVI has cancelled/ceased to offer the accepted program
- I did not meet academic or language requirements for entry into the program and have exhausted all options for meeting these requirements (results required)
- Government sponsor considers the change to be in my best interest (letter from sponsor required)
- I have compassionate / compelling circumstances requiring a transfer to be in my best interest (evidence required)
- I am under 18 years old and parents/guardian request the transfer (letter from parents/guardian required)

Other:



### Evidence attached

- Supporting documents

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- Personal statement outlining the reasons for the transfer

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- Students under the age of 18 years must provide a letter from parent/guardian supporting the transfer of education provider.

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- A copy of the Confirmation of Appropriate Accommodation and Welfare from the new education provider should also be submitted (if available)

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- If you are a sponsored student, written confirmation from your sponsor that they support the transfer and consider it to be in your best interests

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Other:

### Evidence attached

- I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects.
- I agree to release and indemnify AVI and officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Australia).
- I have read and understood the AVI refund policy and procedure.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of AVI and are not returnable.
- I understand that I will be liable for fees outstanding if I have submitted this less than 21 days before the next intake date.
- I understand that my student visa may be affected and I will need to seek advice from the Department of Home Affairs regarding my visa.
- I understand that any refund will be processed in accordance with the AVI refund Policy.
- I understand that if I have paid a non-refundable deposit and have been granted a release, this does not automatically guarantee that I have met one of the conditions for a refund of the deposit.
- I have read and I understand the declaration above.

Date   /   /

Applicant (Student) Signature: