



Application for a Letter of Release

Section A: Student Details

Surname:	<input type="text"/>	Given Name:	<input type="text"/>
Student No:	<input type="text"/>	Date of Birth:	<input type="text"/>
Course:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/> @cic.edu.au	Mobile: Other Email:	<input type="text"/>

Section B: Enrolment Offer Letter Details

Enrolment Offer Attached? *If an enrolment offer is not attached your application cannot be assessed*

Section C: Reason for Application to Transfer

Select one or more reasons for your request to transfer:

- My personal circumstances or wellbeing require me to transfer my course
- I do not have the skill to successfully complete the
- I have not met or cannot meet the entry requirements to the course
- The course is not being offered in the term or semester for which I enrolled
- Other, please state:

Documents attached to support your application: Please choose one or more of the boxes:

- Letter from health professional or other professional
- Letter from family or a friend
- Academic documents from CIC
- Academic documents from other Education Provider - Australia
- Academic documents from other Education Provider - Overseas
- Other letter / document, please specify

Section D: Application Information and Signature

Please read the following and sign below to confirm your understanding of the application:

1. I understand that my application will be assessed against the CIC Transfer Policy (A copy of the policy is available on the internet)
2. I will be advised in writing of the outcome of my application within 14 working days
3. I should continue to attend my classes (if classes have commenced) while I await a decision on my application
4. If I am requesting transfer from a course which leads to another course I understand that I need to confirm that my eligibility to start the next course will not be effected if my application is approved
5. It is my responsibility to confirm with DIBP about any implications for my student visa if my application is approved

Student Signature Date:

Application for Letter of Release Assessment

Section E: Application grounds and documentation

Documentation accepted: (Y or N)

Valid Enrolment Offer has been provided

Documentation to support the application has been provided

Applicant does not have outstanding tuition fees

Application Grounds:

1.
2.
3.
4.

Section F: Application Assessment

1.
2.
3.
4.

Section G: Application Outcome

Approved Not Approved (Reason not approved)

SOM / Nominee Signature:

Date:

Section H: Application Processing

Y or N where applicable

Student enrolment record amended & DIBP notified / CoE cancelled

Finance notified and refund calculated

Academic Department and Attendance notified

Student notified in writing of outcome

Application recorded and retained

Admin Officer Signature:

Date: