

Release Request Form

This form is to be completed by students who are within six months of their principal course and wish to transfer to a course with another provider.

Please read the *Advice to International Students* over page prior to completing this form.

Student Name:		Date of Birth:	
Course with Cornell Institute of Training:			
Course transferring into:			
Provider of new course:			
Reasons for Transfer:			
Please indicate attached evidence	<input type="checkbox"/> Letter of Offer from new provider - <i>required</i> <input type="checkbox"/> Supporting evidence in relation to reasons for transfer - <i>required</i> Please describe:		

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>			
Signed:			
Printed Name:			
Date:			

Your request will be responded to within 10 working days of receipt of this form. If your request is refused you will have 20 working days within which to appeal the decision.

Advice to International Students

Visa advice

- Your visa may be affected by your application to withdraw so you should contact the Department of Home Affairs (DHA) on 131 881 to discuss any implications.

Acceptable reasons for transfer:

- For Cornell Institute of Training students seeking to transfer to another registered provider's course of study prior to completing six months of their principal course, the transfer request will be assessed and granted in any of the following circumstances:
- There is evidence of compassionate or compelling circumstances.
- Cornell Institute of Training Ltd fails to deliver the course as outlined in the Offer Letter and Student Agreement.
- There is evidence that the student's reasonable expectations about their current course are not being met.
- There is evidence that the student was misled by the Cornell Institute of Training or an education or migration agent regarding Cornell Institute of Training or its course and the course is therefore unsuitable to their needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student

Reasons for Cornell Institute of Training to reject a transfer:

- A transfer to another course will not be granted where:
- There are no legitimate compassionate or compelling circumstances.
- The student has not paid their fees.
- The transfer may jeopardise the student's progression through a package of courses.
- The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
- The student is trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements

Fees advice:

There is no cost in releasing students. However, where a student transfers to another registered provider, any refund of course fees, where applicable, will be paid will be in accordance with Cornell Institute of Training's Fees and Refunds Policy & Procedures.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.

Certification advice:

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Cornell Institute of Training unless specifically requested.

Please return this completed form to Cornell Institute of Training
Level 5, 440 Elizabeth Street
Melbourne VIC 3000
Email: info@cornell.vic.edu.au