

Release Application Form

To be read in conjunction with EIA Overseas Student Transfer Policy and Procedure. Please return the complete application form with relevant supporting evidence to admissions@eia.edu.au

Applicant Details			
Student Full Name:			
EIA Student ID:		Date of Birth:	____/____/____
Mobile Number:		Email:	
Address:			

Please tick the relevant reason(s) that you are transferring to another provider within the first six (6) months of your principle course.	
EIA fails to deliver the course as outlined in the written agreement.	<input type="checkbox"/>
Your expectations about the course are not being met.	<input type="checkbox"/>
You were misled by EIA staff or its agent regarding EIA or its course, and the course is therefore unsuitable to your needs and/or study objectives.	<input type="checkbox"/>
You have exceptional compassionate circumstances beyond your control, which has led to a permanent change in your circumstances that makes continued enrolment inappropriate.	<input type="checkbox"/>
You are having difficulties in achieving satisfactory course progress at the level you are studying.	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>
Have you attached all relevant supporting evidence along with your application form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please note: The Letter of Offer from your new provider must be attached to apply for a Release.	

Student Declaration
I have read and understood the EIA <i>Overseas Student Transfer Policy and Procedure</i> .
I declare that all information and documents provided to EIA are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.
I understand that my COE and enrolment status will be affected once my request for a Release is processed. I also understand that EIA is obliged to inform the Australian Government, Department of Home Affairs for any changes been made to my COE and enrolment status, which may affect my student visa.
I acknowledge my responsibility for seeking independent immigration advice on my student visa.
Student Signature: _____ Date: ____/____/____

OFFICE USE	
Application received on: ____/____/____	Application received by: _____
All relevant supporting evidence are attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Assessment Outcome: <input type="checkbox"/> Granted <input type="checkbox"/> Declined	
Reason(s) of the assessment outcome:	
Sign: _____	Date: ____/____/____
Administration	
Notification sent to the student on: ____/____/____	Notified by: _____
PRISMS updated on: ____/____/____	Updated by: _____
RTOmanager updated on: ____/____/____	Updated by: _____