

RELEASE LETTER REQUEST FORM



Complete this form in BLOCK LETTERS.

This form is required by International Student Visa Holders when applying for a release from studies at the Analytics Institute of Australia (AIA) and to transfer to another CRICOS registered provider in Australia, in accordance with Standard 7 of the National Code **within the first 6 months of commencing a Course at AIA.**

If you are currently enrolled and have completed more than 6 months at Analytics Institute of Australia, you must submit a request to transfer in writing to the Registrar.

Section 01: PERSONAL DETAILS

Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Student ID Number:	<input type="text"/>
Date of Birth:	<input type="text"/>
Personal Email Address:	<input type="text"/>
Contact Number:	<input type="text"/>
Current Address:	<input type="text"/>
Passport Number:	<input type="text"/>

COURSE INFORMATION

Course Name:	<input type="text"/>
Course Start Date:	<input type="text"/>

Section 02: DETAILS OF PROPOSED NEW PROVIDER

Name:	<input type="text"/>
Course:	<input type="text"/>

Section 03: CANCELLATION OF ENROLMENT

Tick the box below to have Analytics Institute of Australia cancel your enrolment if your release request is approved.

Please cancel my enrolment at Analytics Institute of Australia if my release request is successful.

Section 04: REQUIRED DOCUMENTATION for requests to transfer within the first six months

Please tick below to confirm that your application includes:

- Personal statement stating the reason to transfer.
- Evidence to support your reason for request.
- A copy of a valid Letter of Offer from the CRICOS registered institution to which you are seeking to transfer.
- A copy of the personal details page from your passport.
- If you are a sponsored student, written confirmation from your sponsor approving the change of provider.

Section 05: GROUNDS FOR APPROVAL OF A TRANSFER REQUEST

A letter of release may be granted when:

1. The international student is unable to achieve satisfactory course progress even after engaging with the strategies for improvement provided in AIA's Students at Risk Policy and Procedures.
2. There are compassionate or compelling circumstances, such as the student provides evidence that they are under a real threat to their mental or physical health by remaining in the course or provides evidence of other significant personal reasons.
3. AIA is unable to deliver the course for whatever reason.
4. There is evidence that current courses do not meet the international student's reasonable expectations.
5. There is evidence that the international student was misled by AIA or an education agent acting on behalf of AIA and the course of study is therefore unsuitable for the student's needs or objectives, or
6. An appeal (internal or external) on another matter results in a decision or recommendation to release the international student.

Section 06: GROUNDS FOR REFUSAL OF A TRANSFER REQUEST

AIA may reject a student's application to transfer to another CRICOS registered institution if:

1. They failed to read or understand the AIA Offer Letter, Tuition Fee, and Refund Policies.
2. If a student visa was granted, they failed to enroll at AIA before the enrolment deadline. In this situation, the student should apply to defer their offer from AIA.
3. They are planning to transfer to a standalone ELICOS program.
4. There is strong evidence that they have not genuinely engaged in study.
5. A student requires or has access to a particular support service at AIA that will not be delivered by the new registered provider or accessible to the student following the transfer.
6. There are unpaid course fees for the current study period.
7. AIA finds that their supporting documents are fraudulent.

STUDENT DECLARATION

I declare that:

- The information I have provided is correct.
- The documents provided are genuine.

I am aware that:

- I must remain enrolled as per student visa condition 8202.
- I am subject to the Analytics Institute of Australia International Student Refund Agreement and that if I am successful in my release letter request, it is not a guarantee that I will be refunded monies paid to Analytics Institute of Australia as per the [Fees, Charges and Refunds Policy](#).

Student Signature:

Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.