

LETTER OF RELEASE APPLICATION

SECTION 1: STUDENT DETAILS

Last Name:
Given Name(s):
Student ID: S
Date of Birth:
Mobile Number:
Personal Email:
Course Name:

SECTION 2: ENROLMENT OFFER LETTER DETAILS

Enrolment Offer Attached:

- Yes
- No (If an offer letter is not attached, your application cannot be assessed)

SECTION 3: REASON FOR APPLICANT TO TRANSFER

Select one or more reasons for your request to transfer.

- My circumstances or well-being necessitate a transfer of my course.
- I do not have the skill to complete the course successfully
- I have not met or cannot meet the entry requirements for the course
- The course is not being offered in the semester/term for which I enrolled
- Other (please state):

Documents attached to support your application (please choose one or more):

- Letter from a health professional or other professional
- Letter from family or a friend
- Academic documents from BPP Institute
- Academic documents from another education provider in Australia
- Academic documents from another education provider overseas
- Other document(s), please specify:

SECTION 4: APPLICANT'S 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 BPP Institute's Transfer Between Registered Providers Policy (a copy of which is available on the BPP Institute website).
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 a transfer from a course that leads to another course, I understand that I need to confirm that my eligibility to start the next course will not be affected if my application is approved.
5. It is my responsibility to confirm with DoHA about any implications for my student visa if my application is approved.

Applicant Signature:

Date:

OFFICE USE ONLY

SECTION 5: APPLICATION GROUNDS AND DOCUMENTATION

Documentation Accepted: Yes No

- 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 6: APPLICATION ASSESSMENT

1.
2.
3.
4.

SECTION 7: APPLICATION OUTCOME AND PROCESSING

- Approved Not Approved – Reason:.....
- Student enrolment record amended and DoHA notified / CoE cancelled.
- Student notified in writing of outcome
- Application recorded and retained

Director of Admissions' Signature:

Date: