



## Request for Release Form

### Student Details:

Student ID:		Date of Birth:	
Full Name:			
Address:			
Email:		Phone:	
Course:			

### Reason for the Request:

<b>List all courses you are seeking to be released from:</b>	
Course 1 (Code and Name):	
Course 2 (Code and Name):	
Course 3 (Code and Name):	
Agent (if any) Name and Details	
<b>Reason/s for Request for Release:</b>	

**Enhance College of Technology**

A: 2/35 Manilla St, East Brisbane QLD 4169

P: 07 3895 8393 ABN: 82 165 871 572 RTO Code: 41531 CRICOS Code: 03587K

<b>Release letters are only provided to students who meet all the requirements under the Student Release Policy and Procedure. Additional documentation is required prior to application being considered.</b>	
All original supporting documentation has been attached to this application: Yes <input type="checkbox"/> No <input type="checkbox"/>	
A letter of offer from the new provider.	Attached <input type="checkbox"/>
Written personal statement detailing reasons for transfer.	Attached <input type="checkbox"/>
Evidence of compassionate or compelling reasons (if applicable).	Attached <input type="checkbox"/>
Evidence of engagement with student services and intervention plan implemented (if applicable).	Attached <input type="checkbox"/>
Evidence that Enhance College has cancelled or no longer provides course student was enrolled in (if applicable).	Attached <input type="checkbox"/>
Written support from the students parent or legal guardian (if under 18 years)	Attached <input type="checkbox"/>

### Guidelines for applying for Leave of Absence

- In order to be eligible to apply for Request for Release, you must have completed at least six (6) months from the commencement date within the principal course you are currently enrolled in.
- You must have received appropriate academic counselling prior to taking completing Request for Release form.
- A Request for Release cannot be approved if you have outstanding work in the course (i.e. unfinished assessments or Deferred assessments) or you have sanction against your record. (e.g. for outstanding tuition fees)
- If you do not comply with the conditions of the Student Release Policy and Procedure.
- Enhance College may refuse or revoke an approved Request for Release should you provide any information that is false or misleading.
- Original supporting documentation must be lodged with this application
- Students can only apply for a Request for Release if they meet the requirements for release and have appropriate evidence to support the release application.
- Application must be received early enough that the decision can be made appropriately and not interfere with the students current studies and before the scheduled commencement at the new provider.
- Students will have a decision on their Request for Release (based on evidence provided) within 20 days of application being lodged.

### Declaration:

By signing this form, I certify that the information provided is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE ONLY**

**Release Approved**

Yes

No

Date application received: \_\_\_\_\_

Comments (if any):

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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