

## Application for Release Form

### TRANSFER RESTRICTIONS AS PER THE NATIONAL CODE 2018

Release transfer restrictions apply to a student during all courses they undertake prior to the principal course. For an overseas student to transfer before completing six months of their principal course, the overseas student must obtain a release from their registered provider, except where any of the following occur:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that registered provider;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change. This usually applies where the overseas student's study in Australia is sponsored by the government of another country.

After completing six calendar months of the principal course, an overseas student can transfer without needing to meet one of these conditions.

### THE PRINCIPAL COURSE

For an overseas student where the student visa has been issued for multiple courses, the principal course is the highest-level course of study to be undertaken and is usually the final course of study. The first six months are calculated as six calendar months from the date an overseas student commences their principal course of study.

### IMPORTANT INFORMATION YOU NEED TO KNOW BEFORE COMPLETING THIS FORM

In situations where a student has not completed six calendar months of their principal course, AIPT will only consider approving a request for release if the student can provide a valid enrolment offer letter from the other registered provider and can demonstrate compassion or compelling circumstances supported by documentary evidence.

The student must maintain their enrolment with AIPT by continuing to attend and participate in classes while their application for release is being considered.

Upon approval of this application for Release, AIPT will cancel the student's enrolment and all AIPT Confirmation of Enrolments (CoEs) via PRISMS notifying immigration that the student has transferred to another provider.

AIPT strongly recommends that students read the Transfer and Release Policy within AIPT student handbook and seek advice from the Department of Home Affairs (immigration) prior to submitting this application form.

### AIPT MAY REFUSE TO GRANT A RELEASE TO A STUDENT IF

- the student has not completed six months of their principal course and does not provide evidence of compassionate or compelling circumstances;
- the transfer may jeopardize the student's progression through a package of courses;
- AIPT believes that the transfer request is from an overseas student who has not been genuinely engaging with an intervention strategy with the intention of failing and being released;
- The student has outstanding fees.

### STUDENT DETAILS

Family name:	Given name:
Student ID:	Date of Birth:
Student email address:	Mobile/Phone:

### COURSE DETAILS

<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	
<input type="checkbox"/> BSB50820 Diploma of Project Management	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care
Course start date:	Course finish date:

### NOMINATE YOUR PREFERRED LAST DAY OF STUDY AT AIPT

Proposed Release Date:
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## Application for Release Form

REASON APPLYING FOR RELEASE		
Are you an International Student on a student visa? <i>(if no, a release letter is not required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a government sponsorship? <i>(if yes, written consent from your government sponsor must be attached with this application)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed six months of your principal course? <i>(if No, you must submit a personal statement of the reasons why you are requesting to be released and attach documentary evidence of compassionate or compelling circumstances)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Please DO NOT Submit this form unless all supporting documentation is attached per the following checklist:</b>		
<input type="checkbox"/> A copy of a valid 'Letter of Offer' from another RTO (start date must be in the future)		
<input type="checkbox"/> Personal statement explaining the reason for your decision to transfer to another provider.		
<input type="checkbox"/> Supporting documentary evidence of compassionate or compelling circumstances (if applicable)		
Please note that your application will not be processed until all required documentation is provided.		
STUDENT DECLARATION		
<ul style="list-style-type: none"> <li>I have read and understood AIPT's transfer between provider's policy and procedure.</li> <li>I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted.</li> <li>I understand that I must continue to make scheduled payments as per my payment plan agreement until such time I am notified of a successful outcome (if applicable).</li> <li>I understand that I must maintain my enrolment with AIPT by continuing to attend and participate in classes while my application for Release is being assessed.</li> <li>I authorise AIPT to contact the new education provider and/or my agent to verify the attached Letter of Offer.</li> <li>I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the outcome of my application.</li> <li>I understand that if my application is approved, my original enrolment will be cancelled, and the enrolment cancellation and refund terms and conditions will apply.</li> <li>I understand that if my application is approved, my active CoEs with AIPT will be cancelled, and my approved transfer will be reported to the Department of Education &amp; Training (DET) and Department of Home Affairs (Immigration).</li> <li>I confirm that I have attached all relevant documentary evidence to support my application.</li> </ul>		
Student Name:	Student Signature:	Date:
<p><b>Please note:</b> digital signatures will only be accepted if this form is emailed to AIPT directly from the student's email address. The email address (this form is received from) must match the student's email address registered on AIPT database. If the email address does not match, the student will be required to print this form and physically sign it before submitting it to AIPT</p>		
FOR OFFICE USE ONLY		
Date of Submission:	Staff name:	Staff signature:
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Required evidence attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
If not approved, why?		
Name:	Signature:	Date:
Further Comments:		