

RELEASE LETTER REQUEST FORM

STUDENT DETAILS

STUDENT NAME:	
STUDENT ID NUMBER:	GROUP NUMBER:
DATE OF BIRTH:	PHONE NUMBER:
ADDRESS:	

COURSE DETAILS

COURSE NAME:
COURSE START DATE:

PLEASE SPECIFY YOUR REASONS FOR LEAVING AVETA:

NOTE TO THE STUDENT:

- A Letter of Release will be provided to you at no cost
- You should contact Department of Home Affairs at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> regarding any potential changes to your Visa and that there is a possibility that a new student Visa may be required
- The Letter of Release will be issued to you within 10 working days of submitting this form
- You should to refer to AVETA’s Refund Policy for any relevant refund information

STUDENT SIGNATURE:	DATE:
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OFFICE USE ONLY

RECEIVED BY:		DATE:
SUPPORTING DOCUMENTATION ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		AMOUNT: \$
DECISION BY CEO:		
NAME:		DATE:
REASON FOR NON-APPROVAL:		
<input type="checkbox"/> If applicable, the student has been notified in writing that their application has not been approved <input type="checkbox"/> The original copy of this form will be placed in the student's individual file		
NAME AND POSITION OF STAFF MEMBER COMPLETING THE ABOVE TASKS:		
SIGNATURE:		DATE: