



ANDERSON College
Address: Level 6, 190 Queen Street
Melbourne, VIC 3000
Contact: (+61) 411 333 327
www.andersoncollege.vic.edu.au

Release Letter Request Form

This form is to be completed by International Students wishing to withdraw from their current course and applying to transfer to another Registered Training Provider PRIOR to the completion of six months of the principal course for which their current Visa was granted.

The principal course - is the main or primary course of study that an overseas student undertakes when their student visa allows them to study multiple courses. Typically, this principal course would be the final or predominant area of study for the student during their time in Australia under that visa. This distinction is important for visa compliance and regulations.

Please note:

- Applicants should carefully read the policy to determine their eligibility for a release letter.
- Release Letter will be provided to you at no cost.
- Release letters will be evaluated and provided according to Anderson College Student Transfer Policy & Procedure.
- Request for a release letter must be made in writing, using the provided form, and must include the specified supporting documents.
- Applications will not be reviewed until all required documentation is provided.
- You should contact Department of Home Affairs at <https://immi.homeaffairs.gov.au/visas/getting-avisa/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 processing time for Release Letter Request is up to 10 working days from the date of receipt of a complete application.

Personal Details:	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other
Student Name:	
Student ID:	Date of Birth:
Address:	
Mobile No:	Email:
Course Code:	Course Name:
Course start date:	Course finish date:
Last attended class:	

Document Name	Release Request Form	Created Date	Jan 24
Version Number	V 2.0	Last Modified Date	Jun 25
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Please specify the reason for requesting a release and attach any supporting evidence (If applicable)

Supporting Documentation:

- ☐ Valid Offer Letter from another CRICOS-registered provider (mandatory)
- ☐ Letter of Explanation from the student outlining the reason for release
- ☐ Medical Certificate
- ☐ DHA visa cancellation/refusal notice (if applicable)
- ☐ Proof of consultation with Student Support Officer
- ☐ Others, Please Specify
- ☐ Supporting certificates
- ☐ Others; please specify

Student Declaration:

- I have read and understand Anderson College's policy in relation to student transfer.
- I confirm the information provided is true and correct.
- I understand that I may require to meet with the College (CEO/Compliance Officer) to discuss the reasons for the application and possible options.
- I understand I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood Anderson College's Complaints and Appeals Process.
- I understand that if a release letter is granted my current and any future electronic Confirmation of Enrolment (eCoE) will be cancelled, and the Department of Home Affairs will be informed of my transfer via PRISMS.
- I understand that if a release letter is granted, I must contact Immigration to seek advice on whether a new visa is required.
- I understand that if applicable, my entitlement to a refund will be assessed in accordance with Anderson College Refund Policy.

Have you attached?

Letter of Offer: ☐ Yes ☐ No

Supporting documentation: ☐ Yes ☐ No

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If no, **please note that your application will be on hold for 10 business days or until all required documentation is provided (whichever happens first). In the event of no update on all required documents, Release will not be granted and Release Letter will not be provided.**

Student signature:		Date:	
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FOR OFFICE USE ONLY			
Application received by:	Name:	Date:	Signature:
Reviewed & Assessed By: (Training Department)	Name:	Date:	Signature:
Meeting held by:	Name:	Date:	Signature:
Outcome	☐ Approved ☐ Not Approved	☐ Release Letter not required	
Application Outcome Processing:			
☐ Reason for Granting/Rejecting the Release: _____ ☐ Evidence reviewed: _____ ☐ Student informed of outcome and appeal rights: Yes ☐ No ☐			

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