



SWANN COLLEGE

Application for Release Letter – International Students

This form only applies to students on a student visa who have applied to study at another RTO within the first 6 months of their principal course at Swann College and require a Release Letter

FAMILY NAME: _____

GIVEN NAME: _____ DATE OF BIRTH: _____ PHONE: _____

EMAIL: _____ Are you under 18? Yes No STUDENT ID: _____

Course Code: _____ Course Title: _____

Please provide details of the course and RTO at which you have been offered a place.

Course: _____ Expected Commencement: ___/___/___

RTO: _____ Location: _____

Please select a reason for applying for a release from Swann College

- Course Academically Unsuitable
- Compelling and/or Compassionate Grounds

Have you attached?	Letter of Offer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Supporting Documentation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Letter from Parent or Legal Guardian if under 18:	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, please note that your application will not be assessed until documentation is provided.

Student Signature: _____

Date: _____

OFFICE USE ONLY

- | | |
|--|----------------|
| <input type="checkbox"/> Application sent to CEO or RTO Manager | Comments _____ |
| <input type="checkbox"/> Approved | _____ |
| <input type="checkbox"/> Not Approved (please provide reasons) | _____ |
| <input type="checkbox"/> ESOS notes (SMS updated) | _____ |
| <input type="checkbox"/> Trainer Notified | _____ |
| <input type="checkbox"/> Approval/refusal letter generated | _____ |
| <input type="checkbox"/> Approval/refusal Letter Signed | _____ |
| <input type="checkbox"/> Approval/refusal letter photocopied and filed in student file | |
| <input type="checkbox"/> Approval/refusal letter given to student | |
| <input type="checkbox"/> Student advised of reason for refusal verbally and offered counselling if requested | |

CEO or RTOM Signature: _____

Date: _____