



**APPLICATION FOR RELEASE**

**Student Details**

<b>Student Name</b>			
<b>Student ID</b>		<b>Date of Birth</b>	
<b>Email</b>		<b>Contact Number</b>	
<b>Address</b>			

**Course Details**

<b>Course Code and Name</b>			
<b>Course start date</b>		<b>Release effective from</b>	

**Student Declaration**

I understand that this application does not guarantee the issue of a release.  
 I understand that I have to provide the necessary documents requested by Veritas Institute Australia (including an offer letter from another provider).  
 I understand that I have to maintain my enrolment at Veritas Institute Australia while the application is being processed.  
 I declare that all the information provided in this form is accurate and correct and no false/fake document has been attached.  
 I acknowledge that I have read and understood all the requirements for this request.  
 I acknowledge that I understand all the relevant policies and procedures in regard to this change, including Veritas Institute Australia's refund policy.  
 I acknowledge that I have been advised to contact Department of Home Affairs regarding any potential visa changes to my student visa.  
 I understand that I must pay my all dues as one of the requirements for getting a release.  
 I am aware of my rights to complaint and appeals.  
 I understand that I must discuss the issue with the student support officer before applying for the release.  
 I understand that processing time for the application for the release is 10 working days.

<b>Student Signature</b>		<b>Date</b>	
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**For Office Use Only**

<b>Request Received By</b>	<b>Signature</b>		<b>Date</b>	
<b>Finance Approval</b>	<b>Signature</b>		<b>Date</b>	
<b>Outcome of the request</b>	<input type="checkbox"/> <b>Granted</b> <input type="checkbox"/> <b>Not Granted</b>			



Processed by	Signature	Date	
<b>Reason for the decision (Please write below)</b>			