



APPLICATION FOR RELEASE

Student Details

Student Name			
Student ID		Date of Birth	
Email		Contact Number	
Address			

Course Details

Course Code and Name			
Course start date		Release effective from	

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, if applicable, 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.
 I understand and have been informed about my rights to Complaint and Appeal as per the Complaints and Appeals Policy and Procedure of Veritas Institute Australia if am not satisfied with the outcome of the release decision.

Student Signature		Date	
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For Office Use Only				
Request Received By	Signature		Date	
Finance Approval	Signature		Date	
Outcome of the request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted			
Processed by	Signature		Date	

Reason for the decision (Please write below)