

## Release Letter Request Form

Student Name : \_\_\_\_\_

Date Of Birth : \_\_\_\_\_ Student ID: \_\_\_\_\_

Address : \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Phone Number : \_\_\_\_\_ Mobile : \_\_\_\_\_

Email Address : \_\_\_\_\_

Course Code and Name : \_\_\_\_\_

Course Start Date : \_\_\_\_\_ Last Class Attended On : \_\_\_\_\_

Release Effective From : \_\_\_\_\_

Please specify the reason for leaving M.S Aviation Pty Ltd T/A Australian School of Commerce:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:**

- Attach any relevant supporting documents to this form.
- Release Letter will be provided at no cost to the student if release is granted.
- Student is advised to contact the Department of Home Affairs (DHA) regarding any visa changes to the student visa.
- Letter of Release will be issued within 10 working days of submitting this form.
- Student is requested to refer to Refund Policy for any relevant refunds.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

<b>Application Received By:</b>		
Name:	Sign:	Date:
<b>Accounts Department Approval:</b>		
Name:	Sign:	Date:
<b>Academic Department Approval:</b>		
Name:	Sign:	Date:
<b>Admin Department Approval:</b>		
Name:	Sign:	Date: