

Release Application Form

About this form

This form is to be used if you wish to transfer to another provider and you have not yet completed six months of your principal course with us.

Your request will be formally assessed as per the guidelines in our Course Transfer Policy and Associated Procedures as follows:

Your transfer request will be granted where any of the following circumstances apply:

- You will be reported because you are unable to achieve satisfactory course progress even after engaging with our intervention strategy.
- You can provide written evidence of compassionate or compelling circumstances.
- We have not delivered the course as outlined in your Offer Letter and Student Agreement.
- You can provide evidence that your reasonable expectations about their current course are not being met.
- There is evidence that we or an education or migration agent have misled you and that the course is therefore unsuitable to their needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release you.

Your transfer request will not be granted where any of the following circumstances apply:

- There are no legitimate compassionate or compelling circumstances.
- You have not paid their fees.
- The transfer may jeopardise your progress through a package of courses.
- You have recently started studying the course and the full range of support services are yet to be provided or offered to you.
- You are trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements.

To apply for a release, you need to complete this form as well as provide a copy of the new provider's Letter of Offer.

The completed form and supporting evidence should be submitted to Student Support at your current campus or sent to info@thames.edu.au

Section A – Student Details			
Surname:		Given names:	
Date of Birth:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Other
Student number:		Nationality:	
Mobile:		Email:	
Address including street number and name, suburb or town, postcode:			
Postal address (if different):			
Section B – Course Details			
Course(s) you wish to release from:			
Section C – Reasons for applying for deferral			
Please briefly describe the reason you are applying for release:			
Please provide the name of the new provider and the course you have applied for, as well as the proposed commencement date:			

Student Declaration:

- I have read and understood Thames International Collage course transfer requirements as documented on the previous page.
- I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted.
- I authorise Thames International Collage to contact the provider to whom I wish to transfer and/or my agent to verify the attached Letter of Offer.
- I understand that if I have not supplied the appropriate documentary evidence or if the information I have supplied is false and misleading, it may affect the outcome of the release application.
- I understand that it is my responsibility to seek advice from relevant authorities including the Department of Home Affairs regarding the possible impacts to my visa.
- I am aware that course cancellation fee may be applicable to process my request.

Name of student:	
Student ID:	
Signature:	
Date (dd/mm/yy):	