

Letter of Release Application Form

(This form is only applicable to International Students)

***PLEASE READ THE APPLICATION INFORMATION BELOW BEFORE FILLING IN THIS FORM**

Important Information

1. According to the National Code 2018 (legislation): Prior to a student completing 6 months of their principal course (highest course enrolment on the student's initial visa) , a letter of release is required for the student to transfer to another institute.
2. The student's request for a letter of release is only considered if the student attaches with this application **a copy of a valid letter of offer from another registered provider** . Additional supporting documentation is required for your application to be finalized.
3. Applications for a letter of release will be considered by the Director of Studies and responded within **10 working days** of being received by ATMC.
4. A letter of release may be granted in accordance with **Policy P07—Student Transfer** (available on Baxter's website).
5. A letter of release will **NOT** normally be granted if the transfer **is to the detriment of the student** and relate to the following situations:
 - The student did not submit enough documental evidence to support reasons or claims in the application for letter of release; or
 - The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
 - The proposed transfer will be detrimental to the student's progression through a package of courses/ future study plans; or
 - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student; or
 - The student has unsatisfactory academic progress and is in the intervention process; or
 - The student has unsatisfactory behavior (i.e. non payment of tuition fees) and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Home Affairs; or
 - The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made
6. If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights to appeal using ATMC's complaints and appeals procedure. *(Refer **P07 Student Transfer Policy** for more details. This policy is available on [ATMC website](#))*
7. Students must attend classes during this application process.
8. An application for refund cannot be submitted at the same time with the letter of release application. This refund application might be submitted once the student has been granted the letter of release, in this case the refund calculation will be based on the date the student was granted the letter of release.
9. Student submit this Letter of Release Application Form and all requested documentational evidence EITHER by:
 - Sending email to info@atmc.edu.au ; OR
 - Submitting in person at the Reception Desk at 601 Bourke Street, Melbourne, VIC 3000, Australia
10. If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the ATMC reception/student support hub how to in person or email to info@atmc.edu.au, otherwise we may not be able to contact you with important information.

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