

This form is to be completed by international students seeking to transfer to another registered provider prior to completing 6 months of the main course. Griffin College assesses applications strictly in accordance with its policy.

You may be required to apply for a new student visa if your release is granted and you are downgrading to a lower level program. This may involve returning to your home country and voluntarily cancelling your student visa and re-applying with further evidence requirements. Please contact the Department of Home Affairs for further information on student visa requirements.

To apply for a release letter please:

- Complete this form and attach original or certified copies of the following:
- A written statement detailing the reasons for your application and how the transfer will benefit you;
- A copy of the offer letter from the other provider;
- Evidence to support your application;
- If you are currently studying with a pathway provider, evidence of your lodged release application to the pathway provider;

Submit application to Griffin College [L1, 30 Herschel St Brisbane QLD 4000](#); or email info@griffin.edu.au You may be required to attend an interview with an officer of the College. You will be advised of the outcome of your application within ten working days of its receipt. Please note that failure to provide the required information may delay assessment of your application.

Part A - Personal Details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Current Address:

Suburb:

Postcode:

State:

Email address:

Contact No:

Course name:

Course Start date:

Have you previously been denied a release by the Griffin College or your Pathway Provider? Yes No

Part B - Details of the registered transfer provider

Name of transfer provider:

Program to be studied at transfer provider:

Date study commences at transfer provider:

Part C - Reason for transferring – documentation required

Government/other sponsor considers the change to be in my best interest (attach evidence)

Unable to meet academic entry requirements (attach results or other evidence)

Other compassionate and compelling circumstances (please specify in a written statement and attach evidence)

Part D - Declaration and Signature

- I certify that the contents of this application are true and correct and that all required information is attached.
- I consent to the Griffin College providing the release request decision and reasons to my prospective provider.

Student's signature:

Date:

OFFICE USE ONLY

Application received by Griffin College

Package Program: Yes No If yes, name of provider:

Has preliminary provider provided a release? Yes No

Assessment by Officer of the Griffin College

Name:

Date:

State Reasons:

Approved

Not Approved

No Release
Required

Date Student notified of decision:

Signature: