

RELEASE APPLICATION FORM

STUDENT DETAILS	
Family Name	
Given Name	
Date of birth	
Student ID number	
Email	
Mobile number	
Living address	
TRANSFER DETAILS (ATTACH A VALID LETTER OF OFFER FROM ANOTHER PROVIDER)	
New course name	
New school name	
Course start date	
REASONS FOR APPLYING FOR A RELEASE (PLEASE ATTACH SUPPORTING EVIDENCE)	
IMPORTANT INFORMATION	
This Release Application is for overseas students who wish to transfer to another education provider before completing six (6) months of their principal course. During the process of assessing a Release Application and an Appeal, the student should remain a full-time student at the Innovative Institute of Australia and adhere to the institute's attendance and/or course progress policies and procedures. Decision process The Institute will process your Release Application within five (5) working days. If your application is refused, you will be notified in writing of the reasons for the refusal and your right to access the Institute's complaints and appeals process within 20 working days.	

Supporting evidence

You should attach supporting evidence with a Release Application. Supporting evidence may include, but is not limited to

- A valid Letter of Offer from another provider
- Statement of reasons why you are seeking release, or other documentation explaining the reasons for the release request

Refund

A release does not automatically entitle you to a refund. Any refund will be assessed in accordance with the Institute's Refund Policy.

STUDENT DECLARATION

I confirm that I have read the above important information, have attached the following files, and understand that my application will not be assessed if the following documents are not provided.

- ☐ A valid Letter of Offer from another provider
- ☐ Supporting evidence

HOW TO SUBMIT

Please send this Form to the Innovative Institute of Australia admin team via admissions@innovative.edu.au.