

**SECTION 1: STUDENT DETAILS**

Student Name:

Student ID:

Date of Birth (DD/MM/YYYY):       /       /

Passport Details: Country:

Passport No.:

Course Enrolled:

Intake Date:

**SECTION 2: CONTACT DETAILS IN AUSTRALIA**

Address:

Email Address:

Phone No.:

**SECTION 3: REASON FOR RELEASE**

**SECTION 4: STUDENT DECLARATION**

I hereby declare that all the information and documents provided are true and genuine, and I understand that there may be relevant visa issues due to the change of course. Documents attached (list all the documents you attach, ie copy of passport):

1.

2.

3.

4.

Student's  
Signature:

Date:       /       /

**OFFICE USE ONLY**

Received by:

(ACTB  
Officer's  
Signature):

Date:        /        /

Approved by Admission Officer?        Yes        No

Reason:

Was the student notified of the outcome by letter or e-mail?        Yes        No

Were the documents filed in the student's personal file?        Yes        No

Recorded request on the student management database?        Yes        No

Signature of  
student's officer:

Date:        /        /

Comments: