

RELEASE LETTER REQUEST FORM

Student Name: _____

Date Of Birth: _____ Student ID: _____

Address: _____

Postcode: _____

Contact Phone Number: _____ Mobile: _____

Email Address: _____

Course Code and Name: _____

Course Start Date: _____ Last Class Attended On : _____

Release Effective From: _____

Please specify the reason for leaving Royal Building Academy Pty Ltd T/A Royal Building Academy:

Please tick the relevant reason(s) for requesting release and attach supporting evidence (as per National Code 2018 Standard 7):

- ☐ Evidence of compassionate or compelling circumstances
- ☐ Provider is unable to continue to deliver the course
- ☐ Others, please specify _____

NOTE:

- Release requests will only be considered in line with Standard 7 of the National Code 2018. Students who have not completed six months of their principal course must meet the requirements outlined in Standard 7. In assessing requests, RBA will consider whether the transfer is in the best interests of the student. Exceptions may apply if compassionate or compelling circumstances exist, or if the provider has ceased to be registered or can no longer deliver the course.
- Attach all relevant supporting documents to this form.
- A decision regarding this application (approval or refusal) will be provided in writing within 10 working days of submission.
- Release Letter will be provided at no cost to the student if release is granted.
- Student is advised to contact the Department of Home Affairs (DHA) regarding any visa changes to their student visa.
- If this application is refused, the student will be provided with written reasons and informed of their right to access RBA's Feedback, Complaints and Appeals Policy (National Code 2018 Standard 10).

Royal Building Academy Pty Ltd trading as Royal Building Academy

Document Name: Release Letter Request Form | Version no: 25.0

RTO no: 46138 | CRICOS no: 04216G

Address: 218 Station Street, Norlane, Victoria 3214 | ABN: 73 645 577 475

Ph: 1300379959 | Email: info@rba.vic.edu.au | Website: www.rba.vic.edu.au

- A refusal of release will only be recorded in PRISMS once the student has either exhausted all internal and external appeal rights, chosen not to access them, or withdrawn their release request.
- RBA will maintain all records of the application, supporting evidence, decision, and outcome in PRISMS, as required under the ESOS Act 2000.
- All records relating to this application will be retained for a minimum of two years after the student ceases to be an accepted student at RBA, in line with Standard 3.4 of the National Code 2018.
- Personal information provided in this form may be shared with the Department of Home Affairs and other relevant authorities in accordance with the ESOS Act 2000 and Privacy Act 1988.
- Student is requested to refer to Fee Payment and Refund Policy for any relevant refunds.

I declare that the information provided in this application is true and correct. I understand that providing false or misleading information may result in refusal of this application, cancellation of enrolment, or other actions in accordance with the ESOS Act 2000, National code 2018.

STUDENT SIGNATURE: _____ **DATE:** _____

=====

FOR OFFICE USE ONLY:

Application Received By:		
Name:	Signature:	Date :

Provider Decision

☐ **Approved** – A formal Release Letter will be issued to the student and recorded in PRISMS. The student will also be reminded to seek advice from the Department of Home Affairs (DHA) regarding any visa implications.

☐ **Refused** – The student will be advised in writing with the reasons for refusal and informed of their right to appeal in accordance with RBA's Feedback, Complaints and Appeals Policy (National Code 2018).

Decision Authorised By: _____ **Position:** _____

Signature: _____ **Date:** _____