



## F.11V02 Release Letter Request Form

### STUDENT DETAILS:

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

### COURSE DETAILS:

COURSE NAME: \_\_\_\_\_

COURSE START DATE: \_\_\_\_\_ LAST CLASS ATTENDED ON: \_\_\_\_\_

RELEASE EFFECTIVE FROM: \_\_\_\_\_

### PLEASE SPECIFY THE REASON FOR LEAVING Barkly International College:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTE:

- Attach any relevant supporting documents to this form.
- If Release is granted, the Release Letter will be provided at no cost to the student.
- The Student is advised to contact DIBP regarding any visa changes to the student visa.
- Letter of Release will be issued within 10 working days of submitting this form.
- Student is requested to refer to Refund Policy for any relevant refunds.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### FOR OFFICE USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RELEASE GRANTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_