



## SWANN COLLEGE

Level 3 ,132 Franklin St,Adelaide SA 5000  
www.swanncollege.edu.au

### Application for Release Letter – International Students

*This form only applies to students on a student visa who have applied to study at another RTO within the first 6 months of their principal course at Swann College and require a Release Letter*

STUDENT ID: \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Are you under 18?  Yes  No

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Please provide details of the course and RTO at which you have been offered a place.

Course: \_\_\_\_\_ Expected Commencement: \_\_\_/\_\_\_/\_\_\_

RTO: \_\_\_\_\_ Location: \_\_\_\_\_

Please select a reason for applying for a release from Swann College

- Course Academically Unsuitable
- Compelling and/or Compassionate Grounds

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

- Have you attached? Letter of Offer  Yes  No  
Supporting Documentation:  Yes  No  
Letter from Parent or Legal Guardian if under 18:  Yes  No

If no, please note that your application will not be assessed until documentation is provided.

#### **OFFICE USE ONLY**

- Application sent to CEO
  - Approved
  - Not Approved (please provide reasons)
  - ESOS notes (SMS updated)
  - Trainer Notified
  - Approval/refusal letter generated
  - Approval/refusal Letter Signed
  - Approval/refusal letter photocopied and filed in student file
  - Approval/refusal letter given to student
  - Student advised of reason for refusal verbally and offered counselling if requested
- Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_