

Application for Release Form *(For International Students)*

This form will be applied on the international students on a student visa who have applied to study at another institution within the first 6 calendar months of their principal course at Institute of Business and Management (Victoria) and require a Release from the institute. Please make sure to read 'Student Transfer policy and procedures' between providers before you apply for the release. Policy is available on www.ibm.vic.edu.au

Section A- Student Details			
Student Name		D.O. B	
Student Id		Email	
Contact Number:		Date:	
Course enrolled in:			
Postal Address:			
Section B – Transfer Details (please attach letter of offer from another provider)			
Please provide details of the course and provider at which you have been offered a course			
Name and Code of Course:			
Name of Institution:			
Expected commencement Date:			
Section C - Declaration			
Please select reasons for applying:			
<input type="checkbox"/> Course Academically Unsuitable <input type="checkbox"/> Others (Please provide reason/s for release below)			
Section D – Student Declaration			
Have you attached?			
Letter of Offer	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Supporting documents	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please note that your application will not be assessed until documentation is provided.			
Student Name & Signature:		Date:	
Please return this completed form to the college. If sending by email, please send to info@ibm.vic.edu.au			

Important Information

The only reason a Release shall be issued if:

- Institute of Business and Management (Victoria) has cancelled/ceased to offer your program.
- Compassionate and compelling circumstances (documentation required to support circumstances and a Letter of Offer from another provider is required)

International Students should not accept an offer at another institution unless Institute of Business and Management (Victoria) has agreed to issue the release.

During the process of assessing letter of release application, the student remains studying at Institute of Business and Management (Victoria) and must adhere to institute's attendance and/or course progress policies and procedures. It includes the appeal processing period also.

Decision Process

Your application will be considered within 05 working days either approving or refusing your release. If refused, we will issue you a letter outlining the reasons for refusal and procedure for appeals

Supporting Documents

Applications for a release letter will only be considered if you attach supporting documentation as follows:

- Offer letter from another provider; and
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request

The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy. For more information, please see Fees and Refunds policy & procedures.

Office Use Only

Accounts Department:	<input type="checkbox"/> Students have no outstanding fees <input type="checkbox"/> Student have outstanding fees due		
Institute's Staff Signature:		Date:	
Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Comments:			
CEO Signature:		Date:	