

Application for Release from Program

PERSONAL DETAILS			
Student ID Number	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Family Name	
Given Name(s)			
Email			
Address			Post Code
Date Of Birth		Telephone Number	
Are you an International student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship	
Are you sponsored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sponsor	
Currently enrolled in <i>(please circle)</i>			
ELICOS	Senior Secondary	FSP	Diploma

ARE YOU CURRENTLY PACKAGED WITH A UNIVERSITY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please nominate which university	
<input type="checkbox"/> The University of Adelaide	<input type="checkbox"/> The University of South Australia
<input type="checkbox"/> Other:	
What university program are you packaged with?	

REQUEST FOR RELEASE TO:	
New Education Provider	
Program Name	
Reason for transfer to another Education Provider:	
Intended last date of study:	
Student Requirements	
<ul style="list-style-type: none"> ▪ You must attach a copy of your offer from your proposed education provider (attach extra documentation if necessary). ▪ If you are a sponsored student you must have your sponsor's approval prior to release. ▪ If you are packaged with the University of South Australia you must also seek release from the university directly. 	

PLEASE READ AND ACKNOWLEDGE	
<input type="checkbox"/> I understand that should I be released from my current program, I will be liable for all fees and charges, whether paid or outstanding, in accordance with the Eynesbury College Refund Policy.	
<input type="checkbox"/> I must attach the request for refund form if I wish to be considered for a refund.	
<input type="checkbox"/> I acknowledge that I have read and understood the Eynesbury College Refund Policy.	
<input type="checkbox"/> I understand I will be released from my program of study in accordance with the information stated on this form.	
<input type="checkbox"/> I understand that I must continue to attend class while my application is being reviewed.	
<input type="checkbox"/> I understand that the release process can take up to 10 working days .	

Student Signature		Date	
Parent/Manager SSU to sign if student is under the age of 18			
Parent/Manager SSU Signature		Date	

LODGEMENT DETAILS	
In person: Student Services-Ground Floor, Coglin Street Campus	By Email: studentservices@eynesbury.sa.edu.au

OFFICE USE ONLY			
SSU signoff/application received		Date received	

ACADEMIC DIRECTORATE			
Indicate ITR status (if applicable)			
Approval granted: Yes <input type="checkbox"/> No <input type="checkbox"/>		Please indicate release date:	
Academic penalty: Yes <input type="checkbox"/> No <input type="checkbox"/>		Penalty applied:	
Academic Directorate:			
Comments:			
Signature		Date	

Student Services Unit		
Check List	Date Completed	Initial
<input type="checkbox"/> Check student's finances; refer to Kim Kong (a refund may be applicable)		
<input type="checkbox"/> Check if student is sponsored; contact sponsor for approval if student has not provided sufficient information		
<input type="checkbox"/> Add note to MAZE		
<input type="checkbox"/> Notify Immigration via PRISMS		
<input type="checkbox"/> Issue release letter (email to student or make available for collection)		
<input type="checkbox"/> Notify Accommodation and Welfare Coordinator (if applicable)		
<input type="checkbox"/> Notify the student's parent and/or agent (if applicable)		
<input type="checkbox"/> Notify University / partner institution (if applicable)		
<input type="checkbox"/> Update Withdrawal/Release log		
Comments:		

Student Services Sign off					
PS	Name		Signature		Date
SSU Manager	Name		Signature		Date

FINANCE OFFICER			
Is the student eligible for a refund? Yes <input type="checkbox"/> No <input type="checkbox"/>			Comments:
Refund Form Received? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Tuition		
At \$	week	\$	
Less	%	\$	
TOTAL		\$	
OSHC		\$	
Other		\$	
TOTAL REFUND		\$	
Signature		Date	