

Release Request Form

Students who wish to transfer to another registered Australian education provider must apply for release if they have not completed six (6) months of study in their principal course with NTI. Please ensure you have read the [International Student Release Policy](#) before completing this form – this policy outlines the release process, explains compassionate and compelling circumstances, and states the type of supporting documentation required.

To apply for release, please complete this Release Request Form and attach copies of the following documentation:

- A letter detailing the compassionate and/or compelling circumstances which are preventing you from completing six (6) months of your principal course with NTI.
- Supporting documentation demonstrating the existence of compassionate and/or compelling circumstances.
- An unconditional Letter of Offer from another registered Australian provider.

Student Details

Full name

NTI student ID

Date of birth
(dd/mm/yyyy)

/ /

Email

Phone

NTI course code

NTI course name

Semester you commenced your studies with NTI
(for example, 'Semester 1 2020')

Are you on a packaged offer?

Yes

No

Details of New Education Provider

Education provider name

Course name

Proposed date of commencement
(dd/mm/yyyy)

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I have attached an unconditional letter of offer from my new education provider

Yes

No

Reason for Transfer (attach additional pages if required)

Student Declaration

Please sign and return this form to the Student Services Office for processing. Student Services will advise you of the outcome of your application within ten (10) working days from when you submit this form and the supporting documentation.

I declare that I have read and understand the [International Student Release Policy](#).

I declare that to the best of my knowledge the information I have provided on this form is true and correct. I understand that it is my responsibility to ensure that the details provided on this form are correct.

Signature

Date

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