



NAFET

National Academy of Further Education & Training

APPLICATION FOR TRANSFER AND RELEASE

This form is to be completed and lodged in to Administration by students who wish to withdraw from NAFET and transfer to another provider. Students will be notified of the outcome in writing within 15 working days upon receipt of this application.

Information:

Release letters will be provided in accordance with NAFET's *Student Transfer and Release Policy & Procedure*. You should read the policy carefully to establish your eligibility for a release letter. **Any request for a release letter must be made in writing.**

Documents you must attach to this request before your application for a release will be considered are:

- Letter of offer from the Institute to which you wish to transfer
- Evidence of compassionate or compelling circumstances

Note that any incomplete request will not be processed by Administration.

Student ID No.								
Given Name(s)								
Surname								
D.O.B (dd/mm/yyyy)					Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Course								
Address								
Suburb					Postcode			
Home Phone					Mobile Phone			
Email								
Reason for Request (Please attach all supporting documents for your request)								
Student Checklist								
Have you completed at least six months of your principal program with NAFET?						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you require a release letter?						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you provided a written statement in regards to your application for transfer and release?						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student Declaration								
I understand that:								
<ul style="list-style-type: none"> • This is an application for a release and the application will be considered in accordance with the Institute's <i>Student Transfer and Release Policy & Procedure</i>. • I will be informed of the outcome of this request including the reasons for the outcome. • I have a right of appeal. • If the release is approved, my current eCoE will be cancelled and DIAC will be informed of my transfer. • If I choose to return to NAFET, I will have to reapply for admission. • If applicable, my entitled to a refund will be assessed in accordance with NAFET's refund policy. 								
Signature					Date	/ /		



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Office Use Only			
Please note that all evidence of document(s) must be sighted and stamped on as "Original Documents Sighted" and the correct date. Please state your name on the evidence of document(s).			
Received by Administration		Name:	Date: / /
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Release Letter Required
Reason(s) not approved (if applicable)			
Administration Executive Signature		Date:	/ /
Action Required	Actioned By	Date	
<input type="checkbox"/> Student provided written notice of decision		/ /	
<input type="checkbox"/> PRISMS – eCoE cancelled		/ /	
<input type="checkbox"/> Course Co-ordinator advised		/ /	
<input type="checkbox"/> Refund processed (if applicable)		/ /	
<input type="checkbox"/> Database updated		/ /	
<input type="checkbox"/> All documents filed in student folder – Administration Department		/ /	
<input type="checkbox"/> All documents filed in student folder – Financial Department		/ /	
<input type="checkbox"/> All documents filed in student folder – Compliance Department		/ /	