



# 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 before completing the first six months of their principal program and transfer to another provider. Students will be notified of the outcome in writing within 10 working days upon receipt of this application.

Note that students who have completed at least six months of their principal program with NAFET and wish to withdraw and transfer to another provider, please use the *Application for Withdrawal* form. This form can be obtained from Administration.

#### 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
- Written support from government sponsor (for government sponsored students)
- Written support from parent / guardian (for students under 18)
- Application for refund (if applicable). Students must use the *Refund Application Form* available from Administration.

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

<b>Student ID No.</b>								
<b>Given Name(s)</b>								
<b>Surname</b>								
<b>D.O.B (dd/mm/yyyy)</b>				<b>Gender</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
<b>Course</b>								
<b>Address</b>								
<b>Suburb</b>				<b>Postcode</b>				
<b>Home Phone</b>				<b>Mobile Phone</b>				
<b>Email</b>								
<b>Reason for Request</b> (Please attach all supporting documents for your request)								
<b>Declaration</b>								
I understand that:								
<ul style="list-style-type: none"> <li>• 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 &amp; Procedure</i>.</li> <li>• I will be informed of the outcome of this request including the reasons for the outcome.</li> <li>• I have a right of appeal.</li> <li>• If the release is approved, my current eCoE will be cancelled and DIAC will be informed of my transfer.</li> <li>• If I choose to return to NAFET, I will have to reapply for admission.</li> <li>• If applicable, my entitled to a refund will be assessed in accordance with NAFET's refund policy.</li> </ul>								
<b>Signature</b>				<b>Date</b>	/	/		



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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).			
<b>Received by Administration</b>	Name:		Date: / /
<b>Outcome</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Release Letter Required
<b>Reason(s) not approved (if applicable)</b>			
<b>Administration Executive Signature</b>			Date: / /
<b>Action Required</b>	<b>Actioned By</b>	<b>Date</b>	
<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		/ /	