



Application for Letter of Release

Personal Details			
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Address			
Course			
Details of Application for Letter of Release			
Please outline the circumstances/reasons for seeking a Letter of Release.			
Do you have evidence to support the circumstances/ reasons outlined? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, please attach supporting documentation.</i>			
Details of Transfer			
Please provide the details of course and institution at which you have been offered a place.			
Course			
Institution		Expected commencement	
Student Declaration			
<input type="checkbox"/> I understand that the information provided in this form is true and correct;			
<input type="checkbox"/> I have read and understood Richmond School of Business (RSB) Transfer between Registered Providers Policy & Procedures;			
<input type="checkbox"/> I have read and understood RSB Complaints & Appeals Policy & Procedures.			
Signature		Date	
Office Use Only			
Is this release application approved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason (if disapproved)			
Actioned by		Position	
Signature		Date	