

# Application for Release Form CRICOS

## Instructions

1. This form is for International Students who are seeking release from Builders Academy Australia (BAA).
2. Please complete all the sections below and attach required documents. Processing time is Ten (10) working days.
3. If you have already completed six (6) months of study of your principal course at BAA, please do not complete this form, but submit an 'Application for Cancellation of Studies'.
4. Email the complete application to the Student Support Service Team Leader at: [enquiries@buildersacademy.com.au](mailto:enquiries@buildersacademy.com.au)
5. **Please read all the information on this form before submitting your application.**

## Personal Details

<b>Student No.:</b>		<b>Course Name:</b>	
<b>Family Name:</b>		<b>First Name/s:</b>	
<b>Current Postal Address:</b>	<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Phone Number:</b>			
<b>Email:</b>			

## Required Documents and Procedures

- Attach a letter explaining why you are applying for a release.
- Attach a copy of your Letter of Offer from the institution to which you wish to transfer.
- Attach copies of any documents that support your request, for example, medical certificates.

### Note:

- If you are seeking a refund of tuition fees, please complete the 'Application for Refund Form' and attach with this application.
- Please ensure you submit all documents to Student Support and complete all procedures listed above. Incomplete applications will not be considered.
- An application for release is not automatically approved. Please speak to Student Support before accepting your new offer.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Important Information for International Students

Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code states that you must study with the education provider of your principal course for the first six (6) months of that course (or, for the school sector, until after the first six (6) months of the first registered school sector course). You may apply for release from your principal course within the first six (6) months of study (or, for the school sector, until after the first six (6) months of the first registered school sector course), in accordance with the BAA Transfers Between Registered Providers Policy.

BAA may grant a student a release under the circumstances below (these circumstances must be supported by relevant documentation).

### **A release may be granted in the following instances:**

- If you can demonstrate compassionate or compelling circumstances which necessitate transfer to another provider;
- You will be reported because you are unable to achieve satisfactory course progress at the level you are studying, even after engaging with BAA's intervention strategies to assist you;
- BAA has failed to deliver the course as outlined in the written agreement;
- There is evidence that your reasonable expectations about your current course are not being met by BAA;
- There is evidence that you were misled by BAA or an education or migration agent regarding BAA or the course and the course is therefore unsuitable to your needs or study objectives;
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student; and
- If you are experiencing academic or personal difficulties which have not been successfully resolved after you have accessed our support services.

### **You do not need approval for a release (but you do need to cancel your enrolment) if:**

- You have been studying at BAA for six (6) months or more in your principal course. In this case, you should complete an 'Application for Cancellation of Studies' form;
- You do not meet the conditions on your Letter of Offer and therefore cannot commence your BAA program; or
- You wish to return to your home country and do not wish to continue studying in Australia. You should, however, complete an 'Application for Cancellation of Studies' if you are enrolled with BAA.

Once you submit the 'Application for a Release' Form and provided you are granted release from BAA, your Confirmation of Enrolment (CoE) will be cancelled, immediately notifying the Department of Home Affairs (DHA) and the Department of Education and Training (DET).

### **Circumstances for which a Letter of Release will not be granted:**

- You have changed your mind about what course you wish to study;
- When BAA does not agree that the transfer is in the best interests of your academic progress or future study plans;
- If you have not accessed BAA support services for assistance with study or personal issues such as living a long distance away from the campus, travel difficulties, difficulties adjusting to College life and the demands of academic work;
- The provisions above notwithstanding, where BAA believes that you have made decisions post-enrolment regarding accommodation, employment or travel that are not aligned with your course requirements;
- Routine need for financial support; and/or
- When BAA believes that you are trying to avoid being reported to DHA for not meeting course requirements.

You should allow at least ten (10) working days for your application to be processed. You will be notified in writing via email of the outcome of your request.

OFFICE USE ONLY	
Date Application Received:	/ /
Release Approved or Denied?	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
If Approved, is a refund applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Denied, please state the reasons:	<hr/> <hr/> <hr/> <hr/>
CoE Cancelled:	/ / by _____
Student Notified:	/ / by _____
Student File Updated:	/ / by _____

**Staff Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_