

STUDENT RELEASE FORM

This form is to be completed by overseas students who request release from New Era Institute (NEI). If your request is refused, your enrolment at NEI will continue and remain active.

Form will not be accepted without supporting evidence e.g. New Offer Letter. Students must have no overdue fees. Other charges apply.

STUDENT DETAILS

Student ID: Title: Mr ☐ Miss ☐ Ms ☐ Mrs ☐

First Name: Last Name:

Mobile Number: Email:

Course Name:

Current Address:

REQUEST DETAILS

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STUDENT DECLARATION

I was informed by Student Services of the Standard 7 "Overseas Student Transfers" policy. I understand and agree to the conditions of this policy. I am fully aware that transferring to another provider may affect my visa and the Department of Home Affairs will be informed. I am also aware if the request is refused, my enrolment will remain active and I will be expected to enrol and attend classes as usual.

Student Signature: Date:/...../.....

Office Use Only Date Processed/...../.....

Received by (Print Name):.....

Staff Signature:.....

Date Received...../...../.....

Has student completed 6 months of principal course? Yes ☐ No ☐

Has student paid all outstanding fees? Yes ☐ No ☐

Provided document:

Offer Letter ☐ Airline Ticket ☐ Medical Certificate ☐ Other ☐

Approved ☐ Not Approved ☐

Staff Name (Print):..... Staff Signature.....