

Release Form

Transfer Restrictions as per the National Code 2018:

Release transfer restrictions apply to a student during all courses they undertake prior to the principal course. For an overseas student to transfer before completing six months of their principal course, the overseas student must obtain a release from their registered provider, except where any of the following occur:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that registered provider;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change. This usually applies where the overseas student's study in Australia is sponsored by the government of another country.

After completing six calendar months of the principal course, an overseas student can transfer without needing to meet one of these conditions.

The Principal Course:

For an overseas student where the student visa has been issued for multiple courses, the principal course is the highest-level course of study to be undertaken and is usually the final course of study. The first six months is calculated as six calendar months from the date an overseas student commences their principal course of study.

Important information you need to know before completing this form:

In situations where a student has not completed six calendar months of their principal course, Pinnacle Institute will only consider approving a request for Release if the student can provide a valid enrolment offer letter from the other registered provider and can demonstrate compassionate or compelling circumstances supported by documentary evidence.

The student must maintain their enrolment with Pinnacle Institute by continuing to attend and participate in classes while their application for Release is being considered.

Upon approval of this application for Release, Pinnacle Institute will cancel the student's enrolment and all Pinnacle Institute Confirmation of Enrolments (CoEs) via PRISMS notifying immigration that the student has transferred to another provider.

Pinnacle Institute strongly recommends that students to read the Transfer between provider's Policy on Pinnacle Institute's website and seek advice from the Department of Home Affairs (immigration) prior to submitting this application form.

Pinnacle Institute may refuse to grant a release to a student if:

- the student has not completed six months of their principal course and does not provide evidence of compassionate or compelling circumstances;
- the transfer may jeopardise the student's progression through a package of courses;
- Pinnacle Institute believes that the transfer request is from an overseas student who has not been genuinely engaging with an intervention strategy with the intention of failing and being released;
- the student has outstanding fees.

Student Personal Details

Student Name	<input type="text"/>	Student No:	<input type="text"/>
Address	<input type="text"/>	Date of Birth	<input type="text"/>
Suburb and State	<input type="text"/>	Post Code	<input type="text"/>
Email address	<input type="text"/>	Mobile No:	<input type="text"/>

Current Enrolment Details at Pinnacle

Course 1:	<input type="text"/>		
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Course 2:	<input type="text"/>		
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Course 3:	<input type="text"/>		
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Nominate your preferred last day at Pinnacle

Proposed Release Date:

Reasons applying for Release

Are you an International Student on a student visa?
(if no, a release letter is not required) Yes No

Are you under 18 years of age?
(if yes, written consent from your parent or legal guardian must be attached with this application) Yes No

Do you have a government sponsorship?
(if yes, written consent from your government sponsor must be attached with this application) Yes No

Have you completed six months of your principal course?
(if No, you must submit a personal statement of the reasons why you are requesting to be released and attach documentary evidence of compassionate or compelling circumstances) Yes No



Please DO NOT Submit this form unless all supporting documentation is attached per following checklist:

- A copy of a valid 'Letter of Offer' from another RTO (start date must be in the future)
- Personal statement explaining the reason for your decision to transfer to another provider.
- Supporting documentary evidence of compassionate or compelling circumstances (if applicable)
- Parent/legal guardian signed permission letter (if applicable)
- Copy of Parent/legal guardian passport displaying signature (if applicable)

Please note that your application will not be processed until all required documentation is provided



Student Declaration

I have read and understood Pinnacle Institute's Transfer between providers policy.

I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted.

I understand that I must continue to make scheduled payments as per my payment plan agreement until such time I am notified of a successful outcome (if applicable).

I understand that I must maintain my enrolment with Pinnacle Institute by continuing to attend and participate in classes while my application for Release is being assessed.

I authorise Pinnacle Institute to contact the new education provider and/or my agent to verify the attached Letter of Offer.

I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the outcome of my application.

I understand that if my application is approved, my original enrolment will be cancelled, and the enrolment cancellation and refund terms and conditions will apply.

I understand that if my application is approved, my active CoEs with Pinnacle Institute will be cancelled, and my approved transfer will be reported to the Department of Education & Training (DET) and Department of Home Affairs (Immigration).

I confirm that I have attached all relevant documentary evidence to support my application.

Student Signature:

Date:

Please note: digital signatures will only be accepted if this form is emailed to Pinnacle Institute directly from the student's email address. The email address (this form is received from) must match the student email address registered on Pinnacle Institute's database. If the email address does not match, the student will be required to print this form and physically sign it before submitting it to Pinnacle Institute.

Please submit your completed application to Pinnacle Institute's Student Administration Department

By post	By email	In person
PO Box 3365 Sunnybank South QLD 4109	admin@pin.edu.au	6/34 Old Cleveland Rd, Stones Corner QLD 4120



Release approved: Yes No Supporting Documentation provided: Yes No

Reason for Approval: _____

Print Name: _____ Date: _____

Signed: _____

