



APPLICATION FOR RELEASE LETTER

Student 's Personal Details:

Full Name

Date of Birth

Contact Number

Email Address

Address

Course Details:

Course Code & Name

Student ID

Release Effective From

Student Declaration

- I understand that this application does not guarantee the issue of a release letter.
- I understand that I must provide the necessary documents as requested by Riverdale Institute (such as an offer letter from another provider).
- I understand that I must maintain my enrolment at Riverdale Institute while the application is being processed.
- I declare that all the information provided in this form is accurate and correct and no false/fake document has been attached.
- I acknowledge that I have read and understood all the requirements for this request.
- I acknowledge that I understand all the relevant policies and procedures regarding this change, including Riverdale's Fee Charges and Refund Policy.
- I acknowledge that I have been advised to contact the Department of Home Affairs regarding any visa changes to the student visa.
- I understand that I must pay my all due monies as one of the requirements for getting a release letter.
- I am aware of my appeal rights.
- I understand that I must discuss the issue with the student support officer before applying for the release letter.
- I understand that processing time for the application for the release letter is 10 working days.

Student signature: _____

Date: _____

Office Use Only:

Received By

Date

Outcome of the request

Release granted

Release not granted

Reason for the decision

Processed By

Date