

## Release/Withdrawal Request Form

Please refer to TACIS Student Transfer Policy and Procedure for further information via TACIS website: [www.tacis.edu.au](http://www.tacis.edu.au).

Student Details			
Student Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Information in Australia			
Address:			
Email Address:		Phone No:	
Course Details			
Course Name:		Intake Date:	
Units Completed:			
Reason for Withdrawal/Release:			
Student Declaration:			
<p>I hereby declare that all the information and documents provided are true and genuine. As part of the Orientation Session I have been informed about the Course Withdrawal/Release Policy and I understand the procedure. Documents attached:</p> <p>1. _____ 3. _____ 2. _____ 4. _____</p> <p><b>Student's Signature:</b> _____ <b>Date:</b> _____</p>			
Office Use Only			
Received by:	<i>TACIS Officer's Signature</i>		Date:
Approved by Course Coordinator or his representative?	Yes	No	
Reason:			
Was the student notified of the outcome by letter or email?	Yes	No	
Were the documents filed in the student's personal file?	Yes	No	
Recorded release/withdrawal in the student management database?	Yes	No	
Notified DET and DIBP via PRISMS?	Yes	No	
Signature	Date:		
Comments:			