





## Application for Course Release

### Student Declaration

- I understand that this application does not guarantee the issue of a release.
- I understand that I must provide the necessary documents requested by BIT (including an offer letter from another provider).
- I understand that I must maintain my enrolment at Brighton Institute of Technology 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 BIT's refund policy.
- I acknowledge that I have been advised to contact Department of Home Affairs regarding any potential visa changes to the student visa.
- I understand that I must pay all my fees dues as one of the requirements for getting a release.
- 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.
- I understand that processing time for the application for the release is 10 working days.
- I acknowledge that the information provided is true and accurate

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use only

Finance Approval:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	
Outcome of the request:	<input type="checkbox"/> Release granted		<input type="checkbox"/> Release not granted	
Reason for the decision:				
Processed by:			Date:	