

RELEASE APPLICATION FORM

Student details			
Name		Date of birth	
Student ID No.		Phone number	
Courses/ Enrolled in			
Email			
Address			
Transfer details (Please attach the Letter of Offer from another provider.)			
New course name			
New school name			
Course start date			
Reasons for applying a release (Please attach supporting evidence.)			
Student declaration			
I confirm that I have attached the following files and understand that my application will not be assessed if the following documents are not provided.			
Letter of Offer		Supporting evidence	
☐ Yes		☐ Yes	
☐ Yes		☐ Yes	
Student signature		Date	

Important information

If the Brunswick Institute has cancelled or ceased your program, the institute will issue a Release Letter.

Students should not accept an offer at another institution unless the Brunswick Institute has agreed to issue the release.

During the process of assessing a Release Application and an Appeal, the student should remain a full-time student at the Brunswick Institute and adhere to the institute's attendance and/or course progress policies and procedures.

Decision process

The institute will process your Release Application within five (5) working days. If your application is refused, we will issue you a letter outlining the reasons for the refusal and the appeal procedure.

Supporting evidence

You should attach supporting evidence with a Release Application. Supporting evidence may include, but is not limited to

- Offer letter from another provider
- Statement of reasons why you are seeking release, or other documentation explaining the reasons for the release request

Refund

If the Brunswick Institute releases you, you may not receive a refund from the institute.

The Brunswick Institute 's refund policy applies to all refund requests.

Office use only			
Financial officer	If the student has outstanding fees ☐ Yes ☐ No		
Request outcome	☐ Approved ☐ Declined		
Staff signature		Date	
Comment			