



F.11V05 Release Letter Request Form

Student Details

Given Name(s): Family Name:

Student ID: Date of Birth:

Contact No: Email:

Address: Suburb: Post Code:

Course Details

Course Name:

Course Start Date: Last Class Attendance Date:

Release Effective From:

Please explain the reason for which you are seeking a release from Barkly International College:

Before submitting your Release Letter Request Form, Please be sure to do the following:

- Attach any relevant supporting documents to this application
- If the Release is granted, the Release Letter will be provided at no cost to the student.
- The Student is advised to contact the DHA regarding any changes to the student visa.
- Letter of Release will be issued within 10 working days of submitting this form (if granted)
- Student is advised to refer to the Refund Policy for any relevant refunds.

Students Signature: Date:

Office Use Only

Received By: Date:

Release Granted: Y / N Comments:
(Circle Applicable)

Processed By: Position: Date:

Document Information

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