



AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St
Melbourne, VIC 3000, Australia
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au

CRICOS No: 03483G | RTO No : 40794

Release Letter Request Form

Student Name : _____

Date Of Birth : _____ Student ID: _____

Address : _____

Postcode: _____

Contact Phone Number : _____ Mobile : _____

Email Address : _____

Course Code and Name : _____

Principal Course (as listed on your student visa / CoE): _____

Months of principal course completed at ASLI: _____

Course Start Date : _____ Last Class Attended On : _____

Release Effective From : _____

New Provider Name, CRICOS Code & Course Offered (attach offer letter) : _____

Please specify the reason for leaving RTO Connect Pty Ltd T/A Australian Study Link Institute:

Please tick the relevant reason(s) for requesting release and attach supporting evidence (as per Standards 7.1A and 7.2 of the National Code 2018 and ASLI's Transfer between Providers Policy):

- ☐ Evidence of compassionate or compelling circumstances
- ☐ Provider is unable to continue to deliver the course
- ☐ Unable to achieve satisfactory course progress even after ASLI's intervention strategy
- ☐ ASLI has not delivered the course as outlined in my written agreement
- ☐ My reasonable expectations about my current course are not being met
- ☐ An internal or external appeal has recommended my release



AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St
Melbourne, VIC 3000, Australia
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au

CRICOS No: 03483G | RTO No : 40794

- ☐ ASLI or my course has ceased to be registered, or a sanction prevents me from continuing my course
☐ A government sponsor supports the transfer and has provided written support (attach letter)
☐ Other (please specify) _____

NOTE:

- Release requests will only be considered in line with Standard 7 of the National Code 2018. Under Standards 7.1 and 7.1A of the National Code 2018, as amended by the National Code of Practice for Providers of Education and Training to Overseas Students Amendment (Overseas Student Transfers) Instrument 2026, a student needs a release from ASLI to transfer to another provider if they have not completed at least 12 months of their principal course (transfer sought on or before 30 June 2027) or at least six months (transfer sought on or after 1 July 2027). In assessing requests, ASLI will consider whether the transfer is in the best interests of the student. Exceptions may apply if compassionate or compelling circumstances exist, if ASLI or the course has ceased to be registered, if a sanction prevents the student from continuing the course, or if a government sponsor supports the transfer in writing.
- Students who have already completed the applicable transfer restriction period (12 months up to and including 30 June 2027; six months from 1 July 2027) do not need a release to transfer. Please contact Student Services (sso@asli.vic.edu.au) to discuss withdrawing from your course and any fees owing.
- Attach all relevant supporting documents to this form, including a valid offer letter from the new registered provider.
- A decision regarding this application (approval or refusal) will be provided in writing within 7 working days of submission.
- Release Letter will be provided at no cost to the student if release is granted.
- Student is advised to contact the Department of Home Affairs (DHA) before transferring, as changing providers may affect their student visa. The Australian Government has announced migration reforms (expected to take effect in mid-2027) that will require students to be granted a new student visa before transferring to another provider.
- If this application is refused, the student will be provided with written reasons and informed of their right to access ASLI's Feedback, Complaints and Appeals Policy within 20 working days (National Code 2018 Standard 10).
- A refusal of release will only be recorded in PRISMS once the student has accessed ASLI's complaints and appeals process and the outcome supports ASLI's decision, has chosen not to access the process within 20 working days, or has withdrawn from the process (National Code 2018 Standard 7.5).
- ASLI will maintain all records of the application, supporting evidence, decision, and outcome on the student's file, and will record the release or refusal in PRISMS with the reason and date of effect, as required under the ESOS Act 2000 and Standard 7 of the National Code 2018.
- All records relating to this application will be retained for a minimum of two years after the student ceases to be an accepted student at ASLI, in line with Standard 7 of the National Code 2018 and section 21 of the ESOS Act 2000
- Personal information provided in this form may be shared with the Department of Home Affairs and other relevant authorities in accordance with the ESOS Act 2000 and Privacy Act 1988.
- Student is requested to refer to Fee Payment and Refund Policy for any relevant refunds.

I declare that the information provided in this application is true and correct. I understand that providing false or misleading information may result in refusal of this application, cancellation of enrolment, or other actions in accordance with the ESOS Act 2000, National code 2018.

STUDENT SIGNATURE: _____ **DATE:** _____

=====

FOR OFFICE USE ONLY:

Application Received By:		
Name :	Sign:	Date :

PRISMS Check (Student Services)



AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St
Melbourne, VIC 3000, Australia
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au

CRICOS No: 03483G | RTO No : 40794

☐ PRISMS checked on: _____ Months of principal course completed: _____
Transfer restriction period applied: ☐ 12 months (sought on or before 30/06/2027) ☐ 6 months (sought on or after 01/07/2027)
Release required: ☐ Yes ☐ No – restriction period completed Offer letter sighted: ☐ Yes ☐ No
Exception under Standard 7.1A (if applicable): _____
Provider Decision

☐ **Approved** – A formal Release Letter will be issued to the student and recorded in PRISMS with the reason and date of effect, at no cost to the student. The student will also be reminded to seek advice from the Department of Home Affairs (DHA) regarding any visa implications.

☐ **Refused** – The student will be advised in writing with the reasons for refusal and informed of their right to appeal in accordance with ASLI's Feedback, Complaints and Appeals Policy (National Code 2018 Standards 7.5 and 10) within 20 working days. The refusal will not be finalised in PRISMS until the appeal process is completed, not accessed within 20 working days, or withdrawn.

Decision Authorised By: _____ **Position:** _____

Signature: _____ **Date:** _____