

APPLICATION FOR RELEASE FORM

INTERNATIONAL STUDENTS**Policy and procedure on transferring to another Education Provider**

The following policy and procedure should be followed if a student wishes to withdraw from Kaplan Business School in order to commence study at another Education Provider.

Policy

A student who wishes to transfer to another Education Provider will be given a release letter if:

- he or she has an offer letter from the other Education Provider, and;
- his or her parents provide written consent regarding the transfer if the student is under 18

A release letter will not be granted if the requirements listed above are not met.

Procedure

1. The procedure outlined below is at no cost to the student.
2. The student is to meet with Student Services for counselling.
3. The Director will assess according to the conditions outlined above whether the student is eligible for withdrawal and transfer.
4. If the student is not eligible, Student Services is to provide written notification of this within 14 business days outlining the reasons for the decision. A copy of this notification is to be stored in the student's manual file.

5. If the student is eligible for withdrawal and transfer and still wishes to do this after counselling, the student is to complete the Notification of Withdrawal from Program form. The student is to be advised that the withdrawal and transfer is subject to parental approval if the student is under 18. If the student wishes to request a refund, they are to complete the Request for Refund of Program Tuition Fees form. At this stage, the student must also provide a copy of an offer letter from another Education Provider.
6. For student's under 18 the parents are to be contacted and asked to complete the Parents' approval for Withdrawal and Refund form.
7. If the student's parents approve the transfer, a release letter will be issued to the student within 14 business days.
8. Administration and Teaching staff are to be informed of the student's withdrawal.
9. The Notification of Withdrawal from Program form is to be sent to the National Admissions and Enrolment Coordinator who will file it in the student's manual file. If applicable, the Request for Refund of Program Tuition Fees form is to be sent to the Director who will make a decision regarding the request and pass the form to the Finance Manager if a refund is required. This form is also to be filed in the student's manual file.
10. If applicable, the Finance Manager is to process the refund.

If a student disagrees with a decision made in relation to their eligibility for a release letter or refund then they may appeal the decision. Appeals can be lodged in writing to the Director of Kaplan Business School. The Director will notify the student of the outcome of the appeal.

APPLICATION FOR RELEASE FORM INTERNATIONAL STUDENTS

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

Personal details

| | |
|--|----------------|
| Title Mr Ms Other (please specify): | |
| Family name | |
| First name(s) | Male Female |
| Date of birth (d/m/y) | Student ID |
| Telephone (home/mobile) | |
| E-mail | |
| Full address | |
| City | Postcode |
| State | Country |
| Program | |

Reasons for applying for release

(Please attach supporting evidence)

| | |
|---|------|
| Please select reason: Program academically unsuitable Compelling and/or compassionate grounds Other: | |
| Signature | Date |

Student declaration

| | |
|--|-----------|
| Have you attached? | |
| Letter of Offer: | Yes No |
| Supporting documentation: | Yes No |
| If no, please note that your application will not be assessed until documentation is provided. I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information in relation to my application may delay the processing of my application. | |
| Signature | Date |

Transfer details (Please attach letter of offer)

Please provide details of the program and institution at which you have been offered a place.

| | |
|-------------|-------------------------------|
| Institution | Campus |
| Program | Expected commencement (d/m/y) |

Privacy: We recommend that you read Kaplan's Privacy Policy published on our website www.kbs.edu.au/privacy

Return this form to your Kaplan Business School campus admissions office:

Adelaide

Level 1, 68 Grenfell Street
Adelaide SA 5000

Tel: +61 (0)8 8215 4100

Email: kbsadl.studentservices@kbs.edu.au

Brisbane

Level 3, 252 St Pauls Terrace
Spring Hill, Brisbane QLD 4000

Tel: +61 (0)7 3872 3800

Email: kbsbri.studentservices@kbs.edu.au

Melbourne

Level 4, 370 Docklands Drive
Docklands, Melbourne VIC 3008

Tel: +61 (0)3 9626 4576

Email: kbsmel.studentservices@kbs.edu.au

Sydney

Level 8, 540 George Street
Sydney NSW 2000

Tel: +61 (0)2 8248 6758

Email: kbsyd.studentservices@kbs.edu.au

Office use only

School approval

| | |
|-------------------------------|--------------------------|
| Approved | NOT Approved |
| ESOS notes (EduPoint) updated | Student Services advised |
| Nominated staff member name | Position |
| Signature | Date |
| Comments | |

Admissions

| | |
|--|---|
| Application sent to Director Date: Initial: | |
| Approval letter provided Date: Initial: | Refusal letter provided Date: Initial: |
| Approval letter sent to student Date: Initial: | Refusal letter sent to student Date: Initial: |
| Comments | |