



Application for Release

This form is to be completed by students who wish to apply for a Letter of Release from Ruby Institute. This request will be reviewed as per Ruby Institute's Course Transfer Policy and Procedure. For a transfer request to be considered, students must provide a valid Letter of Offer from another registered provider.

Student Name:

Student ID:

Date of Application: / /

Course:

I wish to transfer to another education provider for the following reason/s:

I have discussed the above reason/s with the Student Services Officer Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Residential Address:

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

Signed:

Printed Name:

Date:

Please return this form to our head office. We will advise you of the outcome of your application.

Office Use Only

Processed by:

Signature:

Date:

Approved

Not Approved

Notes: