



Release/Withdrawal Request Form

Please refer to Pollard English Student Transfer Policy and Procedure for further information via Pollard English website: www.pollardenglish.edu.au.

| Student Details | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------|----------------|
| Student Name: | | Student ID: | |
| Passport Details: | Country: | Passport No: | Date of Birth: |
| Information in Australia | | | |
| Address | | | |
| Email Address: | | Phone No: | |
| Course Details | | | |
| Course Name: | | Intake Date: | |
| Units Completed: | | | |
| Reason for Withdrawal/Release: | | | |
| | | | |
| Student Declaration: | | | |
| <p>I hereby declare that all the information and documents provided are true and genuine.</p> <p>As part of the Orientation Session I have been informed about the Course Withdrawal/Release Policy and I understand the procedure. Documents attached:</p> <p>1. _____ 3. _____</p> <p>2. _____ 4. _____</p> <p>Student's Signature: _____ Date: _____</p> | | | |
| Office Use Only | | | |
| Received by: | (Pollard English Officer's Signature) | | Date: |
| Approved by Course Coordinator or his representative? | | Yes | No |
| Reason: | | | |
| Was the student notified of the outcome by letter or email? | | Yes | No |
| Were the documents filed in the student's personal file? | | Yes | No |
| Recorded release/withdrawal in the student management database? | | Yes | No |
| Notified DET and DIBP via PRISMS? | | Yes | No |
| Signature | | Date: | |
| Comments: | | | |