Release Request or Withdrawal Notification

EVOLUTION HOSPITALITY INSTITUTE

RTO # 91256 CRICOS 02869G

Today's Date:_____

I, _____(student name), _____(student number)

would like to request a letter of release or withdraw from my course at Evolution Hospitality Institute.

I commenced my _____(course name)

on ___/___/___ (commencement date)

- ☐ If today's date is less than 6 months from my commencement date, and my course at Evolution is my principle course, I would like to apply for a letter of release, and understand that I need this letter of release to study at another college, and I need to pay all applicable fees according to the refund policy in the terms and conditions of enrolment before I may be issued a release letter.

- ☐ If today's date is more than 6 months from my commencement date or my course at Evolution is not my principle course, I state that this is my formal notification of withdrawal from my course. I understand that I am liable for all applicable fees according to the refund policy in the terms and conditions of enrolment.

I would like to withdraw or be released because of (please tick one)

- ☐ Academic issues _____ (please explain)
- ☐ Financial Issues _____ (please explain)
- ☐ Attendance Issues _____ (please explain)
- ☐ Transfer to alternate provider_____(please explain)
- ☐ Other _____ (please explain)

Signed: _____

Date: ____/____/___

ADMIN USE ONLY

_____

_____

_____

_____

- ☐ Release Letter Denied

Reason given (give reason to student in writing)

_____

_____

- ☐ Release Letter Approved signature: _____

position: _____