

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: _____