



TAFE INTERNATIONAL WESTERN AUSTRALIA

RELEASE REQUESTS

Students transferring to another provider

Students who have not completed six months of study in their principal course* and wish to transfer to another provider must complete a *Release request form*. This form can be found here tafeinternational.wa.edu.au/release-request-form.

Once completed please forward to admissions.tiwa@dtwd.wa.gov.au. Students will be informed in writing of the outcome within 10 days.

Releases will only be granted in compassionate and compelling circumstances relating to the welfare of the student.

Compassionate and/or compelling circumstances are defined as a sudden change of circumstances beyond the student's control that impact plans for on-campus study in Australia. Such circumstances must be supported by documentary evidence.

The following circumstances will not generally be considered compassionate or compelling circumstances.

- > Lack of understanding of TIWA's *Student transfer and release policy* and/or *Withdrawal and Refund Policy*.
- > Distance of your residential address from the campus at which you study.
- > A desire to change to a new course with lower fees.
- > If your Confirmation of Enrolment (CoE) has already been cancelled for non-commencement or for an inactive enrolment status.
- > A desire to move to another training provider to be with friends.
- > Matters not related to your study with TIWA (such as accommodation issues, personal matters not affecting your study).
- > Student fees are outstanding.

*The principal course is defined as the highest qualification level in a package of courses. For example:

1 A student who enrolls in a university package that consists of eg. the *Diploma of Business* (TAFE course) and the *Bachelor of Business* (University Degree); will have the *Bachelor of Business* as their principal course.

2 A student who enrolls in a TAFE Advanced Diploma that consists of a *Certificate III*, *Certificate IV*, *Diploma* and *Advanced Diploma* will have the *Advanced Diploma* as their principal course.