



# BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)  
RTO PROVIDER NUMBER 22238

## F.11V05 Release Letter Request Form

### Student Details

Given Name(s):  Family Name:   
Student ID:  Date of Birth:   
Contact No:  Email:   
Address:  Suburb:  Post Code:

### Course Details

Course Name:   
Course Start Date:  Last Class Attendance Date:   
Release Effective From:

### Please explain the reason for which you are seeking a release from Barkly International College:

### Before submitting your Release Letter Request Form, please be sure to do the following:

- Attach any relevant supporting documents to this application
- If the Release is granted, the Release Letter will be provided at no cost to the student.
- The student is advised to contact the Department of Home Affairs (DHA) regarding any changes to the student visa.
- Letter of Release will be issued within 10 working days of submitting this form (if granted)
- Student is advised to refer to the Refund Policy for any relevant refunds.

Students Signature:  Date:

### Office Use Only

Received By:  Date:   
Release Granted: Y / N Comments:   
(Circle Applicable)  
Processed By:  Position:  Date:

### Document Information

**Title:** F.11V05 Release letter request Form  
**Author:** Barkly International College Pty Ltd  
**Reviewer:** Evelin Cruz  
**Department:** Administration

**Version No:** V5.0  
**Date Created:** February 2018  
**Date reviewed:** November 2022  
**Next Review date:** December 2023