

To

Name: *(Insert Details)*

Address: *(Insert Details)*

### 'Conditional Letter of Offer'

I am writing to acknowledge your application to enrol in course *(insert Course name and Code)*.

As you **have not** completed the first six (6) months of your principal course of study at your current education provider, we are only able to offer you a 'conditional' offer of enrolment at this stage.

This condition of enrolment is based on you attaining a 'Letter of Release' from your current education provider in your principal course of study.

This 'Conditional Letter of Offer' is valid for a period of 10 working days from the date of this letter and your 'Letter of Release' must be presented before any further action will be taken in respect to this application.

Please do not hesitate to contact Student Administration if you have any questions.

Regards

[Full Name]

Student Administration

Ultimate Institute of Australia

**Letter of Release of student within first six (6) months of study**

**TO WHOM IT MAY CONCERN**

This letter is to confirm that Ultimate Institute of Australia is releasing the following student although they have not completed the first six (6) months of study in their principal course of study:

**Student Name:** *(Insert Details)*

**Student DOB:** *(Insert Details)*

**Student Address:** *(Insert Details)*

The above mentioned student has been enrolled in the qualification *(insert qualification title and code)* and has requested a transfer to another education provider. The education provider that the release is being granted for has been evidenced with a 'Conditional Letter of Offer' from the following provider:

**Provider name:** *(Insert Details)*

**Provider CRICOS number:** *(Insert Details)*

**Qualification code:** *(Insert Details)*

Ultimate Institute acknowledges that it has informed the student that from the date of this 'Release Letter' it is no longer is the provider of the principal course of study for the student as identified within the Student Visa.

Ultimate Institute will be notifying the appropriate government agency(s) of this change by terminating the student's CoE via PRISMS.

Students are required to contact DIBP to seek advice on whether a new student visa is required.

Regards,

[Full Name]

Student Administration

Ultimate Institute of Australia

To  
Name: *(Insert Details)*  
Address: *(Insert Details)*

### Letter of Refusal to Transfer

I am writing to acknowledge your application to transfer to another provider within the first six (6) months of your principal course of study.

As you have not completed the first six (6) months of your principal course of study and Ultimate Institute has **refused** your application on the grounds that it believes the transfer would not be in your best interests.

This decision that this transfer is not in your best interests are due to:

- New course outcome is not suitable to student situation
- New course location is not suitable
- Provider is not a CRICOS registered provider
- The welfare of the student may be compromised
- Other Reason that are not in the best interests of the student. *(Outline how this is transfer is not in the best interests of the student)*

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If you feel you have reasonable grounds for your transfer and wish to appeal this decision, you **must** contact Ultimate Institute **in writing** within 20 working days outlining your circumstances. This process is outlined in the attached 'Complaints and Appeals Policy and Procedure' and further information on this process / decision can be gained from Student Administration.

If no response is received within 20 working days Ultimate Institute will proceed with the reporting process.

Please do not hesitate to contact Student Administration if you have any questions.

Regards,

[Full Name]  
Student Administration  
Ultimate Institute of Australia