



**Student Name:** \_\_\_\_\_  
**Student Number:** \_\_\_\_\_  
**Interviewed by:** \_\_\_\_\_  
**Interview date/time:** \_\_\_\_\_

**ASSESSMENT OF REQUEST** Checklist to be completed by Student Services

1. Is the student past the first 6 months of the first course? Details:	
2. All fees must be paid up to date.	
3. Has the student provided a letter from another registered provider confirming that a valid enrolment offer has been made?	
4. NTA must grant a letter of release if the above conditions have been met	
5. The release will be signed by the Directors	
6. Information is entered into the database and PRISMS	
<b>Counselling process</b>	
7. If the student is close to completion of a unit or end of term we will advise the student to complete that term and the examinations.	
8. Where the student is struggling with the academic work we will offer counselling as part of our intervention strategy. We will consider a change of course.	
9. Provide information on the refund of fees.	
10. We cannot release a student unless the destination is known. They must continue to be enrolled under the student visa conditions.	
11. Any of the above may be reasonable grounds for refusing the request. Where NTA does not grant a letter of release, the student will be provided with written reasons for refusing the request and his or her right to appeal the decision.	
12. Records of interviews and correspondence must be placed in the student files.	
13. Information is entered into the database and PRISMS	

Letter of release (please ✓):		Letter explaining refusal of release (please ✓):	
Forward this request to the Administration and Compliance Manager			
After the checking, this request goes to the Directors.			
Signature:		Date:	

**For Office Use Only**

<b>Name correct</b>	<b>ID correct</b>	<b>Date received</b>	
<b>Course Dates</b>	<b>Fee status</b>	<b>Decision</b>	<b>APPROVED / NOT APPROVED</b>
<b>Database updated</b>	<b>New course expiry date</b>	<b>PRISMS changes</b>	
<b>Notes</b>		<b>Initials</b>	