



Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria - 3000
Ph: 03 9043 3926, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Release Letter Request Form

Student Name: _____
Date of Birth: _____ **Student ID TEDI:** _____
Address: _____
Postcode: _____
Contact Phone Number: _____ **Mobile:** _____
Email Address: _____
Course Code and Name: _____
Course Start Date: _____ **Last Class Attended On:** _____
Release Effective From: _____

Please specify the reason for leaving True Education Pty Ltd Trading as Technical Education Development Institute, Technical Electronics Centre (hereby referred as TEDI):

NOTE:

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

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY:

Application Received By:		
Name:	Sign:	Date :
Accounts Department Approval:		
Name:	Sign:	Date :
Academic Department Approval:		
Name:	Sign:	Date :
Admin Department Approval:		
Name:	Sign:	Date: