



Adventist College of English (ACE)

Request for Release

Student: _____.

Date of Birth: _____ (age: _____)

I would like to enrol at: _____ (name of school)

Starting date: _____.

Reason for request: _____
_____.

I understand that my request for release before completing the HSPC course at ACE will only be considered in very special circumstances, and that I will not receive a refund for the course fees.

I am attaching the school's offer letter confirming details of the course I am intending to do for your consideration. I understand this is a requirement by the new National Code.

(If under 18), I am aware that the offer letter must also have details of general welfare arrangements).

I also know that the school will not process my application if I have outstanding fees.

I also understand this request needs to be assessed and that the school's decision will be communicated to me in writing within ten working days.

Signed (Student) Date:

Guardian's consent for request (if under 18)

I _____ (Student's guardian) am aware of the request made by _____ (Student's name) and support it on behalf of his family.

Signed (Parent/Guardian) Date:

Note: This Release form is required by the National Code of Practice - Standard 7 : Transfer between Registered Providers.