



Transfer and Letter of Release Request Register

Oxford Creative Academy

Do you have a valid letter of offer of enrolment from another provider?

Are you under 18 years old?

Do you have a written confirmation from your parent or legal guardian supporting the transfer?

Name:

Landline Number:

Email:

Mobile Number:

Current Address:

Date of Birth:

How do we notify you of the decision:

1. Course Name and Course Code

2. Course Name and Course Code

Course 1 Official Commencement Date:

Course 2 Official Commencement Date:

Please explain why you are requesting for release from your current program of study.

New Program:

Expected commencement:

New Provider:

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.

Signature:

I also declare that I have read and understood the Transfer Between Providers Policy prior to lodging this application.

Signature:

Office Use

Letter of Offer Received Date:	Decision and Reason for Decision:
Supporting Documentation Received Date:	
Letter from parent / legal guardian Received Date:	Reviewed/ Approved by:
Endorsed to:	Date:
Date Endorsed:	Status:

Student Informed:	Finalised in PRISMS:
Date Student Informed:	Date Finalised in PRISMS:
Student Informed by:	PRISMS Updated by: