

## Release Letter Application Form

### PERSONAL DETAILS (This section must be completed in full)

Family name:		Given name:	
Middle Name		Date of Birth:	
Address			
Street:		City:	
State:		Postcode:	
Phone No. Home:		Phone No. Work:	
Mobile No.:		Fax No.:	
Email			
KIA Student ID:			

### COURSE DETAILS

Presently Enrolled Course Code:	
Presently Enrolled Course Name:	
New Course Code:	
New Course Name:	
Name of the Institute where you wish to transfer:	
Recognition for prior learning:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Credit	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Comments/Reasons for Change of Course

*(Please clearly describe as how changing your current principal course will not adversely affect you future prospects)*

Applicant's Signature:		Date:	
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**Student Support Officer's Comments:**

**Steps to be taken:**

1. This form must be shown to KIA's CEO, and the CEO must then write a brief note approving the change and signing his/her name below it.
2. Once approved, take this form to the Administration Department where he/she will process the application further