



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. SSC must grant a letter of release if the above conditions have been met	
5. The release will be signed by the Principal	
6. Information is entered into the database and PRISMS	

Counselling process

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 SSC 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 ✓):	
After the checking, this request goes to the Principal.		Date:	
Signature:			

For Office Use Only

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