



APPLICATION FOR RELEASE LETTER TO TRANSFER EDUCATION PROVIDER

This form is for international students who wish to transfer to another Australian education provider within the first 6 months of their academic program.

Application Assessment

You will be informed of the outcome of your application within **10 business days** of receipt. Incomplete applications may cause a delay in assessment.

A change of provider will not be granted where there are reasonable grounds for refusal. Reasonable grounds for refusal of an application may include but are not limited to:

- where it is deemed that the change of provider would be detrimental to your personal and/or academic welfare;
- where the primary reason for your request is based on a personal preference such as wishing to experience living in another city in Australia, or wishing to live and/or study with friends enrolled at another registered provider;
- where you have not made a genuine attempt to participate in the program to which you have been granted admission (including a pre-university program); and
- where you owe tuition or other fees and charges to the University.

A change of provider may be granted if there is evidence that:

- there are demonstrated compelling and compassionate grounds deemed beyond your control;
- you have packaged CoEs and you have not met the entry requirements for your principal program;
- the University has discontinued the program into which you were accepted;
- you received misleading information about your program of study from the University or one of its representatives;
- you have completed at least one compulsory study period of your program such that you can judge your chosen program of study is not appropriate for you. Summer and Winter semester are not "compulsory" study periods.

Visa Information

It is your responsibility to ensure you remain compliant with your student visa conditions at all times, including during a change of education provider. You may be required to apply for a new student visa if your release is granted. This can involve returning to your home country and voluntary visa cancellation especially where you are downgrading to a lower level program. Please contact the Department of Immigration and Border Protection for further information on visa requirements.

Applicant Details

Title: _____ Family Name: _____

Given Name(s): _____

Date of Birth: _____ (Day/Month/Year) Student ID: **a**

Address: _____

Email: _____

Contact Phone Number: _____

Current Academic Program: _____

Program Start Date (Check your CoE): _____ (Day/Month/Year)

New Education Provider: _____

New Academic Program: _____

Office Use
Only - Docs
Sighted/
Received

YOU MUST PROVIDE A COPY OF YOUR VALID OFFER FROM YOUR NEW EDUCATION PROVIDER



APPLICATION FOR RELEASE LETTER TO TRANSFER EDUCATION PROVIDER

This form is for international students who wish to transfer to another Australian education provider within the first 6 months of their academic program.

Are you sponsored by your home government? <i>(If 'Yes', you should not need a Release Letter; however, if your new education provider has asked you for a letter, please attach written permission from your sponsor.)</i>	No	Yes	<input type="checkbox"/>
Are you under 18 years of age? <i>(If 'Yes', please attach written consent from your parent / legal custodian supporting your transfer AND written evidence that your new provider will accept responsibility for approving your accommodation, support, and general welfare arrangements)</i>	No	Yes	<input type="checkbox"/>
What are your reasons for transferring to another provider? (If you are seeking release on the basis of compelling/compassionate circumstances beyond your control please provide supporting documentation.)			<input type="checkbox"/>
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