

APPLICATION FOR RELEASE LETTER TO TRANSFER EDUCATION PROVIDER

This form is for international students who wish to transfer to another Australian education provider before they have completed 6 months of their principal program.

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
YOU MUST PROVIDE A COPY OF YOUR OFFER FROM YOUR NEW EDUCATION PROVIDER	<input type="checkbox"/>
Are you sponsored by your home government or a private agency? No Yes <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>	<input type="checkbox"/>
Are you under 18 years of age? No Yes <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>	<input type="checkbox"/>
Why are you transferring to another education provider?	N/A
<input type="radio"/> They offer a program that the University of Adelaide does not	
<input type="radio"/> I will be studying the same program, but	
<input type="radio"/> the course outline and content are significantly different from what is offered at the University of Adelaide. <i>(Please provide a copy of the new course outline or other evidence that the program differs from your current one)</i>	<input type="checkbox"/>
<input type="radio"/> I have family living in the city in which my new education provider is located. <i>(Please provide support letter from family member, verifying their address and support)</i>	<input type="checkbox"/>
<input type="radio"/> I wish to be released from my studies at the University of Adelaide on compelling / compassionate grounds. <i>(Please provide supporting documentation, such as a medical certificate)</i> Provide details: _____ _____	<input type="checkbox"/>

By signing this form you agree to be discontinued from your University of Adelaide program(s) and understand the visa implications of such an action. Should you wish to return to the University of Adelaide at a later date, you will need to lodge a new application to study here.

Student Signature: _____ **Date:** ___/___/___

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Submitting Your Form

Please refer to the following table to determine where to submit your form:

<i>I am currently at...</i>	<i>I am currently studying...</i>	<i>Where do I submit my forms?</i>
University of Adelaide College	A Degree Transfer or Foundation Program	University of Adelaide College Phone: +61 8 8313 3430, Fax: +61 8 8313 3877 Email: bradford@adelaide.edu.au
Eynesbury College	A Diploma or Foundation Program	Eynesbury College Phone: +61 8 8216 9129, Fax: +61 8 8216 9099 Email: studentservices@eynesbury.sa.edu.au
English Language Centre	Academic English: GEAP Pathway (General English for Academic Purposes)	Professional and Continuing Education (PCE)'s English Language Centre Level 9, 115 Grenfell Street, Adelaide Phone: +61 8 8313 4777, Fax: +61 8 8313 4411 Email: elc@adelaide.edu.au
English Language Centre	Academic English: PEP Pathway (Pre-Enrolment English Program)	Student Recruitment and Admissions Service
Not Currently Enrolled	Nothing while I wait to start my Undergraduate or Postgraduate Program	In person: Level 4, Kenneth Wills Building (adjacent Security Office), North Terrace Campus By mail: The International Office, The University of Adelaide, Adelaide 5005 Phone: +61 8 8313 4072, Fax: +61 8 8313 3988 Email: coe@adelaide.edu.au
The University of Adelaide	My Undergraduate or Postgraduate Program during the FIRST TWO WEEKS OF CLASS	
The University of Adelaide	My Undergraduate or Postgraduate Program and have COMPLETED AT LEAST TWO WEEKS OF STUDY	International Student Support Level 5, Kenneth Wills Building, North Terrace Campus Phone: +61 8 8313 4828, Fax: +61 8 8313 4352 Email: iss@adelaide.edu.au

Application Assessment

You will be informed of the outcome of your application within **10 business days**. 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 – unless you can demonstrate that refusal would involve significant social and/or academic detriment;
- where the primary reason for your request is that the program in which you are enrolled has not met your expectations or requirements and the University offers an alternative program that meets your stated requirements;
- 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

Application Refusal

If your application is refused you will be advised in writing of the reasons. You are entitled to seek a review of the decision if you choose. An Education Welfare Officer can assist you with this process. For more information, please see the University's Complaints Policy at <https://www.adelaide.edu.au/student/policies/complaints/>

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. If a Release Letter is approved, The University of Adelaide will notify the Department of Immigration and Border Protection (DIBP) that you are no longer studying with us. You must then contact DIBP with your new Confirmation of Enrolment (CoE) to ensure your student visa remains valid and is of sufficient length to cover your new program.