

**Application for Release Form
International Students**

In line with the ESOS Act 2000, ESOS Regulations 2019 and the National Code 2018, overseas students holding student visa and studying in Australia are not permitted to change or transfer their Education Provider unless they have completed 6 months or more in their principal course. The principal course is the greatest and latest of all the Confirmation of Enrolment (COE) they have in effect at that time unless their education provider has authorised their release. Noncompliance with the above may lead to their visa conditions being breached. This form is to be completed by international students who wish to apply for release while within 6 months of their principal course. Application for release will be processed in accordance with our Transfer or Release Policy. Further information can be found in your student handbook.

Your visa may be affected by your application to transfer so you should contact Department of Home Affairs (DHA) on 131 881 to discuss any implications.

Student Name:	Student ID:
Date: / /	Course:

I wish to apply for release because (your application will be decided based on the information and evidence you have provided):

I have discussed the reasons for release from the course with the Education Manager Yes No

Note that you are required to meet with the Education Manager prior to submission of this form.

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:	
Suburb:	Postcode:
Telephone:	
Mobile:	Email:

<u>Student Signature</u>	<u>Parent/Legal Guardian Signature</u> (only required for students under 18)
Signed:	Signed:
Printed Name:	Printed Name:
Date:	Date:

Application for Release or Transfer: \$1000 (Non-refundable).

Please forward this completed form to info@vie.edu.au.

Payment of application fee does not guarantee a positive outcome. Upon receipt of this form and non-refundable application fee your application form will be processed in line with the college policy for release / transfer. If approved, you will be released. Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees to the college have been paid.

To apply for a refund of course fees paid (if applicable), please use the Application for Refund Form.

Application for Release Form
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Office Use Only

Release Form

Approved

Not Approved

Checklist

Notified Student

SMS updated

PRISMS updated

Comments:

Approved/Rejected By

Staff Name:

Position:

Signature:

Date

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