

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. Non-compliance 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 of Students between Providers 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

Student details

Student Name		Student ID	
Address			
Contact Number		Email	
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 Academic Manager Yes No

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

Student Signature	
Signed:	
Student Name:	
Date:	

Please forward this completed form to our office on the details below.

Upon receipt of this form 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.

Office Use Only

Application for Release		Approved	Not Approved
Checklists	Notified Student	SMS updated	PRISMS updated
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	