

# Application for Release (to study at another provider)

International students on a student visa who have not completed the first six months of their principal course at ACU must seek approvals from ACU International if they wish to enrol at another education provider. The request will be formally assessed as per this **Release Policy** in accordance with the National Code 2018.

Students do not require a release letter under the National Code 2018 once they have completed six calendar months of their principal course. The six calendar months are calculated from the first day of the principal course. The principal course is usually the final course of study that you will undertake. For example, if you are studying a pathway program followed by a bachelor program, the bachelor program is your principal course.

Students seeking release should refer to the website of Department of Home Affairs on Changing Courses for more information.

Department of Home Affairs requires that students who are granted a student visa must comply with **Condition 8516 and 8202**. Students considering moving to a lower AQF level course are urged to seek advice from Department of Home Affairs prior to finalising their decision.

## How to apply for a release:

1. Complete this form.
2. Provide a copy of the new provider's valid offer letter and any other supporting documentation with the completed release application form.
3. Students under the age of 18 should also provide the following:
  - Written confirmation that the student's parent or legal guardian supports the transfer; and
  - Where the student is not being cared for in Australia by a parent or suitable nominated (blood) relative, the valid enrolment offer also confirms that the receiving provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements, and to ensure that there is no gap in the welfare arrangements as per **Standard 5 of the National Code 2018**.

## Refusals

The University will not grant release in the following circumstances:

1. Change of mind: students are able to apply for a transfer to other courses offered by ACU, but will not be granted a release to enrol with another provider on the basis of change of mind;
2. If the student applies to transfer from an ACU course/package to a lower AQF level course;
3. If the student has not exhausted access to ACU's support services for assistance with study or personal issues;
4. Claims of financial hardship or transferring to another provider with lower tuition fees;
5. Accommodation difficulties – distance, transport and/or living arrangement;
6. If the request is considered detrimental to the student's well-being; or
7. If the student is under academic or non-academic sanctions.

Students who are refused have the right to appeal in accordance with the **Student Appeals Policy and Procedures**.

## Approvals

Release will normally be granted on the basis of the following criteria:

1. The University not being able to provide a course;
2. The student not being able to proceed in their course due to not meeting the prerequisite(s) and the student can demonstrate that they have exhausted the University's support services to address these issues;
3. The student's enrolment is terminated due to unsatisfactory course progress as governed by the Academic Regulations and will be reported to Department of Education and Training;
4. The University believes the student has a compassionate or compelling circumstances and there is evidence to support the claim;
5. There is evidence that the student's reasonable expectations about their current course are not being met;
6. There is evidence that the student was misled by the University or an ACU authorised education agent regarding the University or its course and the course is therefore unsuitable to their needs and/or study objectives;
7. An appeal (internal or external) on another matter results in a decision or recommendation to release the student; or
8. Written advice supporting a change from a government sponsor (sponsored students only).

### SECTION A – Personal Details

<b>Student ID/ Reference no.</b>		<b>Title</b>	
<b>Given Name(s)</b>			
<b>Family Name</b>		<b>Date of Birth</b>	dd / mm / yyyy
<b>Daytime / Mobile Number</b>			
<b>Email Address</b>			
<b>Postal Address</b>		<b>Postcode</b>	

**SECTION A – Personal Details continued**

<b>Course Name</b>	<b>Commencement Date</b>
	dd / mm / yyyy
Did you apply through an ACU authorised agent? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Name of Agent (if yes):</b>	
Are you an International Student on a student visa? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, a release letter is not required)	
Are you under 18 years of age: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, written consent from your parent or legal guardian must be attached with this application)	
Do you have a government sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, written consent from your government sponsor must be attached with this application)	

**SECTION B – Reason/s for Applying for Release Letter**

Failed to meet academic and/or English language entry requirement conditions into the course and have exhausted all ACU support services (please attach documentary evidence)

Offer of a place of study has been withdrawn by ACU

Compassionate or compelling circumstances (Please specify the circumstances and attach documentary evidence):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other (please specify and attach documentary evidence):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C – Transfer Institution Details (Letter of Offer must be attached)**

Please provide details of the course and institution you are transferring to.

Name of Institution	Course	Expected Commencement
		dd / mm / yyyy

**SECTION D – Student Declaration**

I have attached:  Letter of Offer from the transfer institution  
 Documentary evidence to support my application  
 Written consent from my legal guardian or government sponsor (if applicable)

Please note that your application will not be processed until all required documentation is provided.

I have read and understood ACU's release policy ([www.acu.edu.au/international/65484](http://www.acu.edu.au/international/65484)). I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted. I authorise ACU to contact the transfer institution and/or my agent to verify the attached Letter of Offer and I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the outcome of the release application.

<b>Student Signature</b>	<b>Date</b>	dd / mm / yyyy
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\*For electronic submission, you must type your full name in the above student signature box. Typing your full name is considered as your formal signature on the Student Declaration.

**Please submit the completed release letter application to:**

BY POST:	BY EMAIL:	IN PERSON:		
International Office Australian Catholic University PO Box 968 North Sydney NSW 2059	<b>international.compliance@acu.edu.au</b> Subject: Release application – first name, last name, student ID	<b>NSW</b> International Office 42 Edward Street North Sydney NSW 2059	<b>QLD</b> International Office FB207 1100 Nudgee Road Banyo QLD 4014	<b>VIC</b> International Office Level 5, Building 420, 115 Victoria Parade Fitzroy VIC 3065

**Enquiries: [international.compliance@acu.edu.au](mailto:international.compliance@acu.edu.au)**