

APPLICATION FOR RELEASE

INTERNATIONAL STUDENTS

Introduction

International students on a student visa who have not completed the first six months of their principal course at UniSC must apply for a release if they wish to transfer to another CRICOS registered provider in Australia.

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.

All requests for release are assessed in accordance with UniSC's **Transfer of Student Visa Students between Registered Providers Operational Policy**.

If you have completed six calendar months of study in your principal program at UniSC, you do not need a release from UniSC. It is important that you remain compliant with your Student visa conditions and you should contact the Department of Home Affairs (DOHA) to discuss your change in enrolment.

You should remain enrolled in your current program of study until you have received the outcome of your application.

Please note, the DOHA will be notified of the change to your enrolment by recording the outcome against your Confirmation of Enrolment (CoE). DOHA may investigate the circumstances of your transfer. If the transfer is deemed unacceptable, the validity of your Student visa may be affected. It is recommended you discuss your intentions to transfer to another provider with DOHA prior to lodging this application.

Guidelines

- It is your responsibility to contact DOHA regarding the possible consequences of withdrawing from UniSC and transferring to a different provider, including seeking advice on whether a new Student visa is required for your intended transfer.
- You should not accept an offer at another institution unless UniSC has approved your release.
- The other provider will not be able to issue you with a CoE, or enrol you in any courses unless you have provided them with evidence of an approved release from UniSC.
- It is your responsibility to discuss your intentions to transfer with any other provider you are currently enrolled with, such as an ELICOS or VET provider.
- You must provide an official letter of offer from another CRICOS registered provider to be considered for release.
- Applications submitted must be complete and include all required supporting documentation including:
 - Statement of reasons for request for release
 - Official letter of offer for a program of study from a CRICOS registered provider
 - Sponsor's written approval for transfer (if applicable)
 - Medical certificate or other evidence of exceptional circumstances (if applicable)
- You will be informed of the outcome of your application within 10 working days of lodging a complete application. Delays may be experienced if we require you to provide further information before your application can be assessed.
- If your request for release is approved, UniSC will notify DOHA by recording the outcome against your CoE. If you decide to transfer to a different provider, you will also need to formally withdraw from UniSC by completing the **Withdrawal from program – international student** form, which you can find under the '**Program, enrolment and progression**' section at www.usc.edu.au/studentforms
- If your request for release is refused, you have the right to appeal the decision within 20 working days. If you choose not to appeal this decision or if the decision is upheld, UniSC will notify DOHA by recording the outcome against your CoE after the 20 working days have lapsed or the appeals process has been finalised. You should access UniSC's **Student Grievance Resolution – Governing Policy** for information about how to access the appeals process. The availability of complaints and appeals processes does not remove your right to take action under Australia's consumer protection laws.

Application instructions

1. Carefully read the above to determine your eligibility to apply.
2. Complete the **Application for Release** form, ensuring full details are included and the form is signed and dated by you.
3. Attach all supporting documentation
4. Return the completed form/s and supporting documentation to askusci@usc.edu.au

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1.0 STUDENT INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Family name:					Given name:						
Student ID Number																			

Telephone number:	<input type="text"/>	Email address:	<input type="text"/>
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Mailing address

Number and Street / PO Box:			City / Suburb:			
State:		Postcode:		Country:		

Current program of study:	<input type="text"/>
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2.0 TRANSFER REQUEST DETAILS

Name of new education provider:		Campus:	
Name of new program:		New program starting date:	
Name of education agent used to apply for new program:			

How did you become aware of the other education provider?

<input type="text"/>

3.0 STATEMENT OF REASONS FOR RELEASE REQUEST

You must provide information on the special circumstances surrounding your request for release in the space below:

<input type="text"/>

If insufficient space, please attach additional pages.

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4.0 STUDENT CHECKLIST

NOTE: Your *Application for Release* will not be assessed until all documentation is provided.

- I have read and understood the Guidelines for Application for Release
- My Letter of Offer from a CRICOS registered provider is attached
- My *Statement of Reasons for Release* request is attached or written on the form in Section 3 above
- My supporting documentation is attached
- My sponsor's written approval for the transfer is attached (if applicable)

5.0 STUDENT DECLARATION

- I declare that the information I have given on this application is true, correct and complete.
- I understand that if I provide insufficient evidence and/or documentation with my application it may result in my application not being processed.

Student signature:	Date:
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PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy plan at: usc.edu.au/privacy

Information is also collected on this form in order to meet our obligations under the ESOS Act and the National Code 2018, as applies to Student visa holders, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*. This information can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

LODGEMENT and ENQUIRIES

Please return this form and any supporting documents via email to: askusci@usc.edu.au

Enquiries: askusci@usc.edu.au | Tel: +61 7 5430 2843