

# INTERNATIONAL STUDENT RELEASE LETTER APPLICATION



**VICTORIA  
UNIVERSITY**

**A NEW  
SCHOOL OF  
THOUGHT**

This form should be completed by international students who want to request a transfer from Victoria University (VU) to another provider and require a Release Letter. This form is specifically for international students that are not currently enrolled at VU but have accepted an offer to study a VU course at a future date.

Please read the guidance overleaf before completing this form. The form should be submitted with relevant attachments to Victoria University International (see details overleaf).

## PART A: TO BE COMPLETED BY THE STUDENT

Student ID number:

Date of birth:   /   /   Title: Mr  Miss  Ms  Mrs

Family name:

Given name(s):

Postal address :

Suburb/city:  Postcode:

State:  Country:

Email:

Phone:

Mobile/cell:

Did you apply through a Victoria University registered agent? Yes  No

If yes, please indicate the agent's company name:

## PART B: TRANSFER REQUEST DETAILS

Name of VU course(s) you wish to be released from:

Name of provider where you have been offered a place:

Name of course with the other provider:

Expected course commencement date:   /   /

Reason for requesting to transfer (please tick box and provide detailed reason(s) below):

Personal or family reasons

Change of career or academic direction

Course academically unsuitable

Financial reasons

Difficulties with accommodation or travel

Other (please specify reason below)

Please provide in detail reason(s) for requesting to transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SECTION C: STUDENT DECLARATION

The information provided by me is true and correct. I have read and understood the information on this form. I have provided the following required information (please tick box):

- Correct and up-to-date contact details
- Detailed reason(s) for wanting to transfer
- A valid Letter of Offer from another provider
- Written consent from a parent/legal guardian (students under 18 years of age only)

Signature : \_\_\_\_\_

Date :   /   /

### GUIDANCE

Once Victoria University has received all required information, you should allow seven working days for processing of an application.

- Your form cannot be processed unless you provide the following information:
  - Your contact details and either your VU student ID or date of birth
  - A valid Letter of Offer from another provider (i.e. a Letter of Offer that is current and from a CRICOS registered provider)
  - Detailed reason(s) for requesting to transfer
  - If you are under 18 years of age – written confirmation of consent from a parent or a legal guardian
- It is important to include detailed information regarding your reasons for wanting to transfer. This will enable us to make an informed decision as quickly as possible. Your request will be assessed against the University's International Student Transfer Policy. For more information on transferring between providers or a copy of the policy refer to [www.vu.edu.au/international-students/visa-and-enrolment-variations/transferring-between-providers](http://www.vu.edu.au/international-students/visa-and-enrolment-variations/transferring-between-providers)
- There may be an impact on your visa if you are granted a transfer. You should contact the Australian Department of Immigration and Citizenship (DIAC) on 131 881 regarding the implications for your visa status.
- If the University approves your request we will provide you with a written Release Letter. If the University rejects your request we will inform you of our decision in writing and offer you a right of appeal. There is no cost for issuing a Release Letter.
- To request a refund of fees paid to Victoria University you should apply using a Refund of International Student Fees Form, available online at [www.vu.edu.au/courses/fees-and-scholarships/refunds/international-refunds](http://www.vu.edu.au/courses/fees-and-scholarships/refunds/international-refunds)

### PRIVACY STATEMENT:

Victoria University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Citizenship pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Victoria University holds about you. See the University's Privacy Policy for details, which can be accessed at [www.vu.edu.au/library/pdf/default/PrivacyPolicy.pdf](http://www.vu.edu.au/library/pdf/default/PrivacyPolicy.pdf)

### PLEASE COMPLETE THIS FORM AND RETURN TO:

#### POSTAL ADDRESS

Victoria University International  
City Flinders Campus  
PO Box 14428  
Melbourne Victoria 8001  
AUSTRALIA

#### STREET ADDRESS

Victoria University International  
City Flinders Campus  
Level 3, 301 Flinders Lane  
Melbourne Victoria 3000  
AUSTRALIA

#### EMAIL

[vucompliance@vu.edu.au](mailto:vucompliance@vu.edu.au)

#### FAX

+61 3 9919 1172