A216 – INTERNATIONAL STUDENT RELEASE

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This form is for international onshore students only (excluding exchange and study abroad students).

This form should be completed by all international students who may require a release to transfer from Victoria University (VU) to another provider. Please read the release information about transferring to a new provider to ensure you are aware of eligibility criteria and the details regarding supporting documentation. All claims are assessed in accordance with the VU International Student Transfer Policy and Procedure.

What is a release?

A release is required where a student has not completed twelve (12) calendar months of their principal course. The principal course is defined as the qualification course in a package of courses at VU. If you have been offered a package course, comprising multiple courses, your principal course is the highest qualification/last course you had chosen to undertake at VU.

As per **Standard 7 of the National Code 2018**, the circumstances in which the registered provider (VU) will grant the transfer request because it is in the overseas student's best interests, including but not limited to, those listed in Standard 7.2.2.1 to 7.2.2.6 of the National Code.

As per **Section 2 (3)(b) of the VU International Student Transfer Policy**, this applies to international students studying on a student visa who request a transfer between Registered Education Providers prior to completing twelve calendar months from the commencement of their principal course of study ie: from VU to another Registered Education Provider. The student's release request will be assessed with reference to the Genuine Student Statement submitted at the time of admission, together with any supporting documentation provided as part of the application. This review will assess compliance with the genuine student entry and stay requirements for a student visa, in accordance with **Ministerial Direction No. 106** and relevant regulatory requirements.

In accordance with **Section 4 Part C (15) of the VU International Student Transfer Procedure**, VU may refuse a student release request where the circumstances fall within the criteria outlined in this section.

Supporting documents

All applications must be accompanied by:

- A letter of offer from the new education provider
- A personal statement describing your reasons for applying for a release
- Evidence of failure to meet academic course progress (if applicable). For example, a letter from School confirming you have not achieved satisfactory academic progress, as described in the Academic Progress Policy.
- Any relevant supporting documentation if the release request is based on compassionate or compelling circumstances. For example, medical certificates, counsellor support letters, academic results and other evidence to support your reasons stated on your statements for applying for a release.
- If you are a government supported student, you must provide written support from your sponsor agreeing to the transfer.
- For students under 18 years of age, written consent from a parent or legal guardian must be provided to support the transfer request. In addition, the receiving provider must confirm in writing that they will assume responsibility for approving and maintaining the student's accommodation, support, and general welfare agreements.

Please note: The submission of a release request does not prevent you from enrolling at the time specified by VU or maintaining adequate course attendance, thus meeting visa conditions. VU will report students who do not enrol and/or attend; this may have implications for your student visa status. This means you must enrol or remain enrolled, attend classes, submit assignments and participate in class/group activities until the application has been approved.

Application process

You must obtain College recommendation prior to submission. Ensure all areas are completed in full and all relevant documents are attached.

1. You must complete **Sections 1**, **2**, **3** and **4** of this application form in full. An incomplete application or missing required documents will be automatically rejected.
2. If you are a Research student, a Graduate Research department recommendation must be obtained prior to submission and approved by the research supervisor.
3. Upon obtaining College recommendation, please submit the application and all required documents by emailing the Enrolments team via ASKVU (askvu.vu.edu.au) – Enrolments – Release or submit it to VUHQ staff. The Course and Unit Advisor (CUA) at your College can also submit your application on your behalf. If you are a VU Sydney/Brisbane student, submit your application at the VU Sydney/Brisbane Service Centre.
4. Once the Enrolments team has received the application in full, you will be provided with a written decision within 10 university business days.
   - If the application is approved, you will be provided with a release and your enrolment at VU will be withdrawn. There is no cost associated with issuing you a release.
   - If the application is denied, you will be provided with a written notice with reasons of why your application has been denied. You will also be offered the right to appeal.
5. There may be an impact on your student visa if you are granted a transfer. You should contact the Department of Home Affairs (homeaffairs.gov.au, 131 881) regarding the implications on your student visa.
6. In some cases, you may be eligible for a refund of fees paid to VU. Please apply using the Refund of International Student Fees form available online at vu.edu.au/international-refunds. Sydney/Brisbane students must contact VU Sydney/Brisbane Service Centre for refund applications.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID Gender Title

Family name

Given names

Did you apply through a VU registered agent? ☐ Yes ☐ No

Agent name

Are you under 18 years of age? ☐ Yes ☐ No

Do you have a sponsorship study arrangement? ☐ Yes ☐ No

2. TRANSFER AND RELEASE REQUEST DETAILS

You must list your VU principal course and your current course of study details if you have yet to commence your principal course. If you have commenced your principal course, please only complete your VU principal course details.

Principal course Course code

Current course Course code

Indicate the course details for the provider you wish to transfer to.

New course Course code

Name of new provider

Commencement date: Semester Year

Note: Students under 18 years of age require written confirmation from parent(s) or legal guardian(s). Written confirmation from parent(s) or legal guardian(s) does not mean that this transfer will automatically be granted, the reasons for transfer or release will still be assessed against the University International Student Transfer Policy. Sponsored students will require a written confirmation from their sponsor.

3A. REASONS AND SUPPORTING DOCUMENTATION FOR TRANSFER AND RELEASE

If you are applying due to compelling/compassionate circumstances, please select the reason/s for release and add supporting documents as required.

All reasons require a signed personal statement outlining the reason for LOA in addition to further supporting documentation listed below:

☐ Serious illness or injury (attach medical certificate or other relevant medical documents)

☐ Bereavement of a family member or another traumatic experience (attach supporting evidence such as a death certificate, letter from counsellor, police report, etc.)

☐ Political upheaval or natural disaster in one's home country required emergency travel (Notification from Home Affairs, or other official evidence, airline ticket)

☐ Other (please specify and provide supporting documents)

3B. REASONS FOR TRANSFER AND RELEASE

Why are you applying for release? (Please tick one)

☐ Course progression: You must provide evidence of failing to meet progression or entry requirements with this application.

☐ Provider default: Provide evidence that VU failed to deliver the course as outlined in the written agreement.

4. STUDENT DECLARATION

Please check all boxes:

☐ The information I have provided in the Release application and all attached supporting documents are true and correct.

☐ I have read and understand the information in the Release application and Privacy Statement, and agree to abide by VU policy.

☐ I have attached all supporting documents as required in Section 3 (a or b) of the Release application.

☐ I understand that taking Release from Victoria University will mean that CoE from VU will be cancelled and I will be issued a new CoE from another institution.

☐ I understand that taking a Leave of Absence may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.

Signature **Date**

OFFICE USE ONLY

College Office/Office of Graduate Research Department recommendation

Is a release recommended by College Office/Office of Graduate Research staff member? ☐ Yes ☐ No

Comments

Name

Title Phone

Signature **Date**

Victoria University Enrolments approval and processing

Is a release required? ☐ Yes ☐ No Is a release denied? ☐ Yes ☐ No

Comments

Name

Title Phone

Signature **Date**

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.