

# INTERNATIONAL STUDENT RELEASE LETTER APPLICATION

(INTERNATIONAL STUDENTS ONLY, EXCLUDING EXCHANGE AND STUDY ABROAD STUDENTS)

This form should be completed by all international students who may require a letter of release to transfer from Victoria University (VU) to another provider.

**A letter of release is required where a student has not completed six (6) calendar months or one (1) full semester of their principal course. The principal course is defined as the highest qualification course in a package of courses at VU.**

You must obtain Faculty 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, 4 and 5 of this application form in full and attach all required documents. An incomplete application or missing required documents will be automatically rejected.
2. Faculty or Office of Postgraduate Research recommendation must be obtained prior to submission. The appropriate Faculty officer should sign off the Faculty recommendation box. If you are a research student, your application is to be recommended by the Office of Postgraduate Research.
3. Upon obtaining Faculty recommendation, please submit the application and all required documents to a Student Service Centre on your campus or directly to Victoria University International (VUI).
4. Once VUI has received the application form in full and all required documents, you will be provided with a written decision within ten (10) working days.
  - If VUI approves your request, you will be provided with a written letter of release and your enrolment at VU will be withdrawn. There is no cost associated with issuing you a letter of release.
  - If VUI rejects your request, 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 Immigration and Citizenship (DIAC) on 131 881 regarding the implications on your student visa.
6. In some cases, you may be eligible for a refund of fees paid to VUI. Please apply using the Refund of International Student Fees form available online at <http://www.vu.edu.au/courses/fees-and-scholarships/refunds/international-refunds>.

## 1. PERSONAL DETAILS

STUDENT ID:

TITLE:  MR  MISS  MS  MRS  OTHER \_\_\_\_\_ GENDER:  MALE  FEMALE

FAMILY NAME (AS STATED IN PASSPORT): \_\_\_\_\_

GIVEN NAME(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE / CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DID YOU APPLY THROUGH A VICTORIA UNIVERSITY REGISTERED AGENT?:  YES  NO AGENTS NAME (IF YES): \_\_\_\_\_

ARE YOU STUDYING IN AUSTRALIA?:  YES  NO

ARE YOU UNDER 18 YEARS OF AGE?:  YES  NO

DO YOU HAVE A SPONSORSHIP STUDY ARRANGEMENT?  YES  NO

## 2. POSTAL ADDRESS

NUMBER AND STREET: \_\_\_\_\_

SUBURB / TOWN: \_\_\_\_\_ STATE / PROVINCE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ POSTCODE / ZIP CODE: \_\_\_\_\_

### 3. TRANSFER AND RELEASE REQUEST DETAILS

You must list your Victoria University (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.

HAVE YOU COMPLETED 6 CALENDAR MONTHS OR 1 FULL SEMESTER OF YOUR LISTED PRINCIPAL COURSE?  YES  NO

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: You will need to attach a Letter of Offer (indicating the new course) from the new provider.

### 4. REASONS FOR TRANSFER AND RELEASE

Note: Under 18 students 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.

### 5. DECLARATION

I declare the above information provided by me is true and completed in full. I am aware that approval of this application means that I cease to be a student of VU and am therefore not entitled to any benefits available to VU students. I also understand approval of this application may affect my student visa and I should contact the Department of Immigration and Citizenship (DIAC) on 131 881 for further information.

STUDENT SIGNATURE: **X** \_\_\_\_\_

DATE:

#### OFFICE USE ONLY - FACULTY OFFICE / OFFICE OF POSTGRADUATE RESEARCH (OPR) RECOMMENDATION

PROCESSED BY: \_\_\_\_\_ TITLE : \_\_\_\_\_ PHONE EXTENSION: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE:

#### OFFICE USE ONLY - VICTORIA UNIVERSITY INTERNATIONAL (VUI) COMPLIANCE APPROVAL

PROCESSED BY: \_\_\_\_\_ TITLE : \_\_\_\_\_ PHONE EXTENSION: \_\_\_\_\_

YES, RELEASE LETTER REQUIRED  YES, RELEASE LETTER NOT REQUIRED  NO, RELEASE DENIED

STAFF SIGNATURE: \_\_\_\_\_ DATE:

#### OFFICE USE ONLY - ADMISSIONS AND ENROLMENTS SECTIONS (AES) / STUDENT ADMINISTRATION PROCESSING

WITHDRAWAL REQUEST PROCESSED BY: \_\_\_\_\_ DATE:

### 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 (DIAC) 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)

#### SUBMIT THIS FORM IN PERSON TO A STUDENT SERVICE CENTRE:

Student Service Centres are located on the following campuses:

City Flinders (VUHQ)    City King    Footscray Nicholson  
Footscray Park    Melton    Newport  
St Albans    Sunshine    Werribee

You can find opening times and the locations of each Student Service Centre by visiting [www.vu.edu.au/facilities-and-services/student-service-centres](http://www.vu.edu.au/facilities-and-services/student-service-centres)

#### SUBMIT THIS FORM IN PERSON TO A VU INTERNATIONAL OFFICE:

City Flinders Campus (VUHQ)  
300 Flinders St Ground Floor (University Arcade)  
Footscray Park Campus  
Building M, Room M1.09