

International Students

Application for Letter of Release

This form only applies to students on an international student visa who are applying for a *Letter of Release* from the College for study at another institution within the first 6 months of their principal course enrolment with the College.

Students are advised to read the College's *International Student Transfer Between Registered Providers Policy* before lodging this form. This policy can be accessed at:

- **ACAP students:** <http://www.acap.edu.au/current-students/managing-my-course/a-z-policies/>
- **NCPS students:** <http://www.ncps.edu.au/policies-and-forms/>

Students should be aware that transferring to another provider may affect their international student visa and are advised to read the information on "Changing course" published on the Department of Immigration and Border Protection's website at <https://www.border.gov.au/Busi/Educ/simplified-student-visa>.

1. Student Details

Student ID		Date of Birth	
Full Name			
Home Address	Apartment Number, House Number, Street Name SUBURB STATE Post Code		
Mobile Phone			
Email			
Course Enrolled			

2. Transfer Details

Please provide details of the course and institution at which you have been offered a place

Course name	
Institution	
Expected Commencement	Day/Month/Year
Campus location	

3. Reason/s for requesting a release

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4. Documents supporting this Request for Letter of Release

<ul style="list-style-type: none">• Letter of Offer from another provider•••

I declare that I understand by receiving a Letter of Release my enrolment with the College will be affected and this may affect my student visa. I declare that the information I have provided on this application is correct. I understand that if I knowingly make any false or misleading statements I may be liable for disciplinary action.

X

Date:

(Sign here)

Received by: Office use only

Date: Office use only

IMPORTANT INFORMATION

The College will issue a Letter of Release if:

- a. the student's enrolled course is deemed by the College as academically unsuitable for the student. The range of factors may include:
 - if the course the student wishes to transfer to:
 - better meets the study capabilities of the student
 - better meets the long term goals of the student, whether these relate to future work, education or personal aspirations
 - if the student wishes to change course in order to get access to greater support (may be through the services offered by another provider, commercial or non-for-profit services or through access to family, friends or a cultural support network)
 - if the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met;

or

- b. the student can demonstrate compassionate or compelling circumstances which necessitate transfer to another provider and:
 - (i) are beyond the student's control, and
 - (ii) have not made their full impact on the student until after the acceptance of their offer or their formal enrolment in their course, and
 - (iii) make it impractical for the person to complete six (6) months of study at the College.

International Students should not accept an offer at another institution within the first six months of their principle course of study unless the College has agreed to the release and has issued a letter of release. For information about government requirements see <http://www.border.gov.au/>

SUPPORTING DOCUMENTATION

Applications for a Letter of Release will only be considered if you attach supporting documentation:

- Letter of Offer from the new provider; and
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request

DECISION PROCESS

A decision will be made regarding the application based on the two criteria identified above (Important Information) and on the supporting documentation. The applicant will be notified of the decision within 10 working days. If the application is refused, the letter will outline the reasons for refusal and procedure for appeal. If approved, a letter of release will be sent by email and by post.

DISCONTINUATION (CURRENT STUDENTS ONLY)

Upon receipt of the Letter of Release, it is the student's responsibility to formally withdraw from their NPI (ACAP or NCPS) course. To withdraw from a course, the student must complete the **International Student Withdrawal from Course of Study Form** and submit it to the Registrar's office by email international@acap.edu.au.

CLOSING DATES FOR WITHDRAWAL (CURRENT STUDENTS ONLY)

Applications for withdrawing without academic penalty must be submitted by the census date.

Please view the academic calendar to see census dates for each trimester: ACAP <http://www.acap.edu.au/current-students/key-dates/> or NCPS <http://www.ncps.edu.au/international-students/key-dates/>

To withdraw from your enrolled course or units please read and complete the International Student Withdrawal from Course of Study Form, available on the College's website.

POLICIES

The NPI policy on course withdrawals can be found on the College's Policies web page.

LODGING THIS FORM

This form may be lodged by email, by post, in person at any ACAP/NCPS campus or by fax

Email: International@acap.edu.au

Fax: 02 9964 6370

Sydney Level 5, 11 York Street Sydney NSW 2000	Brisbane Ground Floor, East Tower, 410 Ann Street Brisbane QLD 4000	Melbourne Level 10, 123 Lonsdale Street Melbourne VIC 3000
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