

International students on a student visa who have not completed the first six months of their principal course at ACU must seek approvals from the University if they wish to enrol at another education provider. The request will be formally assessed as per this **Release Policy** in accordance with the National Code 2018.

Students do not require a letter under the National Code 2018 once they have completed six calendar months of their principal course. 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. For example, if you are studying a pathway program followed by a bachelor program, the bachelor program is your principal course.

Students seeking release should refer to the website of **Study in Australia - Transfer institute or course information**.

The Department of Home Affairs requires that students who are granted a student visa must comply with **Condition 8516 and 8202**. Students considering moving to a lower AQF level course are urged to seek advice from the **Department of Home Affairs (DHA)** prior to finalising their decision.

Education providers are not permitted to enrol students seeking a transfer from another provider prior to the student completing six months of their principal course, except in limited circumstances as provided in **Standard 7 of the National Code 2018**.

Students should remain enrolled in their current course of study until such time they receive an outcome of their application.

How to apply for a release

1. Complete this form.
2. Provide a copy of the new provider's valid unconditional offer and any other supporting documentation with the completed release application form.
3. Students under the age of 18 should also provide the following:
 - Written confirmation that the student's parent or legal guardian supports the transfer; and
 - Where the student is not being cared for in Australia by a parent or suitable nominated (blood) relative, the valid enrolment offer also confirms that the receiving provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements, and to ensure that there is no gap in the welfare arrangements as per Standard 5 of the National Code 2018.

REFUSALS

The University will not grant release in the following circumstances:

1. Change of mind: students are able to apply for a transfer to other courses offered by ACU, but will not be granted a release to enrol with another provider on the basis of change of mind;
2. If the student applies to transfer from an ACU course/package to a lower AQF level course;
3. If the student has not exhausted access to ACU's support services for assistance with study or personal issues;
4. Claims of financial hardship or transferring to another provider with lower tuition fees;
5. Change of study location due to accommodation difficulties, distance, transport and/or living arrangements;
6. If the request is considered detrimental to the student's well-being;
7. If the student is under academic or non-academic sanctions; or
8. No unconditional offer letter from another education provider has been provided. Note: conditional offer will be accepted where the only condition is provision of a release from ACU.

Students who are refused have the right to appeal in accordance with the **Student Appeals - Policy and Procedures**.

APPROVALS

Release will normally be granted on the basis of the following criteria:

1. The University not being able to provide a course;
2. The student not being able to proceed in their course due to not meeting the prerequisite(s) and the student can demonstrate that they have exhausted the University's support services to address these issues;
3. The student's enrolment is terminated due to unsatisfactory course progress as governed by the Academic Regulations and will be reported to the Department of Education;
4. The University believes the student has a compassionate or compelling circumstances and there is evidence to support the claim;
5. There is evidence that the student's reasonable expectations about their current course are not being met;
6. There is evidence that the student was misled by the University or an ACU authorised education agent regarding the University or its course and the course is therefore unsuitable to their needs and/or study objectives;
7. An appeal (internal or external) on another matter results in a decision or recommendation to release the student; or
8. Written advice supporting a change from a government sponsor (sponsored students only).

A - APPLICANT DETAILS			
Student ID/ Applicant ID		Date of birth	
First name		Last name	
Mobile number		Email	
Residential address		Postcode	

Application for Release (to study at another provider)

A - APPLICANT DETAILS

Course name related to this release request:	Commencement date
Did you apply through an ACU authorised agent?	Yes No <i>If 'yes', name of agent:</i>
Are you an International Student on a student visa?	Yes No <i>If 'no', a release letter is not required.</i>
Are you 18 years of age?	Yes No <i>If 'yes', written consent from your parent or legal guardian must be attached with this application.</i>
Do you have a government sponsorship?	Yes No <i>If 'yes', written consent from your government sponsor must be</i>

B - REASON/S FOR APPLYING FOR RELEASE

Failed to meet academic and/or English language entry requirement conditions into the course and have exhausted all ACU support services (please attach documentary evidence)

Offer of a place of study has been withdrawn by ACU

Compassionate or compelling circumstances (*please specify the circumstances and attach documentary evidence*):

Other (*please specify and attach documentary evidence*):

C - TRANSFER INSTITUTION DETAILS (Unconditional letter of offer must be attached)

Please provide details of the course and institution you are transferring to.

Course name related to this release request	Commencement date
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D - STUDENT DECLARATION

I have attached:

- Unconditional letter of offer.
- Documentary evidence to support my application.
- Written consent from my legal guardian or government sponsor (if applicable).

Please note that your application will not be processed until all required documentation is provided.

I have read and understood ACU's release policy (acu.edu.au/international/65484). I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted. I authorise ACU to contact the transfer institution and/or my agent to verify the attached letter of offer and I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the outcome of the release application. I understand that if I withdraw from my course the university is required to report this to the Department of Home Affairs and the Department of Education.

Applicant signature	Date
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For electronic submission, you must type your full name in the student signature box. Typing your name is considered as your formal signature on the Student Declaration and can only be accepted when this form is submitted via your ACU student email account. If you do not have ACU student email account, you must use the email account provided in your application for admission.

Please submit the completed application for release and any supporting document :

BY EMAIL:

international.compliance@acu.edu.au

Subject: Release application – first name, last name, student ID

Release enquiries: international.compliance@acu.edu.au