



Release Letter Request Form (International Students on Student Visa)

- This form is require by international Student Visa Holders when applying for a release from your studies at Curtin University and is transferring to another CRICOS registered provider in Australia, in accordance with Standard 7 of the National Code.
- A Letter of Release approving the transfer must be obtained by an international student visa holder, seeking to transfer institutions within the first six months of study in their principal (mainstream) program (in addition to any prior preparatory study e.g. English, Foundation, Diploma. Graduate Certificate, Graduate Diploma).

Please return this form to:

I am currently undertaking or just completed English Studies at Curtin English. Submit your request to ci-releases@curtin.edu.au

I have just completed by Foundation/Diploma at a Pathway provider e.g. Curtin College. Submit your request to ci-releases@curtin.edu.au

I have commenced my principal (mainstream) course at Curtin University and have studied less than six months. Submit your request to iovisa@curtin.edu.au

Section 1: Student Personal Details

Curtin University Student ID

Surname

Given Name/s

Date of Birth: (dd/mm/yyyy)

Gender (Male, Female, Other)

Passport Number

Current Australian Residential Address

Suburb/City

State

Postcode

Personal Email Address

Mobile

Course/Program Information

Name of Mainstream Course at Curtin University

Course start date (dd/mm/yyyy)

Section 2: Details of New Provider

Name of new provider

Name of course at new provider

Section 3: Cancellation of Enrolment

To cancel your enrolment at Curtin University if your release request is approved, please tick the box below:

Please cancel my enrolment at Curtin University if my release request application is successful.

Section 4: Documentation to Provide with Your Release Request Application

Please tick below to confirm that you have provided the documentation:

Personal statement stating the reason for transfer.

Evidence to support your reason for request.

A copy of a valid Letter of offer from the CRICOS registered institution to which you are seeking to transfer to.

A copy of the personal details page from your passport.

If you are a sponsored student, written confirmation from your sponsor approving change of provider.

If you are under 18, a written approval from your parent/legal guardian confirm the change of provider.

If you are under 18, a written confirmation from the transferring institution regarding responsibility for accommodation, support and general welfare arrangements. The transferring institution must complete all the details in section 5.

Section 5: Under 18 Students – New Provider Institution Welfare Approval

The CRICOS registered institution stated below, accepts responsibility for approving the accommodation, support and general welfare arrangements of the above student, in accordance with the National Code of Practice 2018, Standard 5

Name of Institution	CRICOS Provider Number	Name of Authorised contact person
Position title	Phone Number	Email address
Signature	Date(dd/mm/yyyy)	Institution Stamp

Section 6: Grounds for Approval of Transfer Request

A letter of release may be granted when

1. Student does not meet the entry requirements of the degree program after completing any preparatory course. Supporting documentation required include: results from the pathway provider or Curtin English, evidence of engagement with support services and intervention strategies put in place.
2. Curtin is no longer able to provide the course stated on your signed acceptance and confirmation of Enrolment.
3. Government sponsor advises transfer to be in the student's best interest. Supporting documentation required include: written authorisation for transfer from the Government Sponsor.
4. Student not coping in the program and has accessed support from the support services available and academic performance has not improved. Supporting documentation required include: letter from Curtin University support services e.g. Academic Counsellor, Student Wellbeing Adviser, Course Coordinator.
5. Where a student has compassionate or compelling circumstances that suggest transferring to another provider is in the student's best interest. Supporting documentation required include: letter from Curtin University support services e.g. Academic Counsellor, Student Wellbeing Adviser, Course Coordinator.
6. Where a student has evidence of being misled regarding the course/course objectives and the course is unsuitable. Supporting documentation required include: evidence of misleading conduct or information from an agent regarding the course and course objectives.

Section 7: Grounds for Refusal of Transfer Request

1. Student does not have a valid offer from a CRICOS registered provider.
2. Government sponsor has not provided written authorisation for the transfer.
3. Written approval of transfer not provided or agreed to by the under 18 year old legal guardian or parent. If not being cared for by a parent or legal guardian the new provider will not accept responsibility for approving the student's accommodation, support and general welfare arrangements.
4. Student has changed their mind. Students may be able to apply to transfer to other courses within Curtin, but will not be granted a release to enrol with another provider on the basis of change of mind.
5. Student has not exhausted the full range of academic and support services available at Curtin University for academic or personal issues.
6. Where a student is deemed not to have fully used the support services and intervention strategies put in place at Curtin English or Pathway provider to ensure success in their study outcomes.
7. Where a student wants to transfer provider based on location and compassionate grounds which cannot be demonstrated.
8. Where a spouse who has accompanied the student to Australia because they were included in the student's visa application opts to move to another city.
9. Transfer to another provider to study essentially the same course offered by Curtin.
10. Change of course may be considered detrimental to the student e.g. not demonstrated educational progression to a higher level program within the student's academic discipline.
11. Request to downgrade to a qualification or another field of study not offered by Curtin for reasons unrelated to the student's academic ability.
12. Claims of financial hardship or transferring to a provider with lower tuition fees.
13. The student has a tuition fee or other debt to Curtin University.
14. A request is made where a student has not commenced study or has been enrolled less than 6 weeks of a course beginning. Curtin may consider that the student needs time to settle in to the course and time to access and benefit from student support services.
15. Where a student does not meet the entry requirements for the course with the new provider.
16. A transfer may jeopardise a student's progression through a package of courses.
17. Where Curtin forms the view that the student is deliberately trying to manipulate the Australian student visa system.
18. Where information provided by the student and spouse does not match the information given to Curtin University when the student initially applied. The information could have been given in the Curtin Application form, Genuine Student Assessment Form or Acceptance Form.
19. Curtin reserves the right to take into consideration other factors, including individual circumstances of a student, which may not have been specified above.

Section 8: Declaration

I declare that the information I have provided is correct.

I declare that the documents provided are genuine.

I am aware that I must remain enrolled as per student [visa condition 8202](#).

I am aware that I am subjected to the Curtin University [International Student Refund Agreement](#) and that if I am successful in my release letter request, it is not a guarantee that I will be refunded monies paid to Curtin University as it is a separate process.

Student's Signature

Student's Name

Date Signed(dd/mm/yyyy)

Must be signed by Parent or Legal Guardian if student is under 18 years of age.

Parent's/Legal Guardian's
Signature

Parent's/Legal Guardian's Name

Date Signed(dd/mm/yyyy)

Section 9: Guidelines for Students

1. You must remain enrolled until the release application and appeal is completed.
2. If you are currently enrolled and have completed more than 6 months at Curtin University, you do not require a Letter of Release and can submit your course withdrawal request to your [Faculty's Student Service Office](#) (FSSO).
3. If you are a commencing student and have not completed 6 months of study at Curtin University, you need to speak with our Academic Counsellor, Student Wellbeing Adviser, Course coordinator.
4. A decision on the Letter of Release will be provided to students within 10 business days of the University receiving all required documentation.
5. Please contact the [Department of Home Affairs](#) (DHA) for advice on whether a new student visa is required if you transfer.
6. If you wish to apply for a refund of any fees, please refer to [Refund & Remission](#) of Fees information for eligibility and the process.
7. You have a right of appeal, which must be provided in writing with supporting documentation. The appeal process will commence within 10 working days of the lodgement of the written appeal. Send all appeals to ci-releases@curtin.edu.au

SUPPORT SERVICES

Prior to lodging a request for a Letter of Release you may wish to contact the following support services to assist your with your studies:

[Course Coordinator/Unit Controller](#)

[Student Wellbeing Advisory Services](#) - 1800 244 043 or studentwellbeing@curtin.edu.au

[University Counselling Services](#) - 08 9266 7850 or 1800 651 878

[Student Guild Student Assist Office](#) - 08 9266 2900 or 1800 063 865 - reception@guild.curtin.edu.au or