

## 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 six (6) calendar months of their principal course. The principal course is defined as the qualification course in a package of courses at VU. VU will grant the transfer request when the transfer to another registered provider is in the overseas student's best interests, including but not limited to where VU has assessed that:

- the international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after completing VU's intervention strategy (Academic Progress Regulations 2016, Academic Progress - Academic Progress Procedure (HE) and VET Overseas Student Progress Review Procedure) to assist the international student in accordance with Standard 8 (Overseas student visa requirements); or,
- there is sufficient and verified evidence of compassionate or compelling circumstances; or,
- VU fails to deliver the course as outlined in the Letter of Offer; or,
- there is evidence that the international student's reasonable expectations about their current course are not being met; or,
- there is evidence that the international student was misled by VU or an education or migration agent regarding VU or its course and the course is therefore unsuitable to their needs and/or study objectives; or,
- an appeal (internal or external) on another matter results in a decision or recommendation to release the international student; or,
- the international student has a government sponsor and the government sponsor considers the change to be in the best interests of the student and the government sponsor has provided written support for that change.

### Supporting documents

All applications must be accompanied by:

- New offer letter from the receiving provider.
- Personal statement outlining the reason for release and why moving to a new provider would change your current situation relevant to the release claim you are making.
- Relevant official supporting documents, such as detailed medical certificate, counsellor's letter, death certificate, visa refusal notice etc. Personal statements from friends or relatives are not accepted.
- If you are sponsored, letter of approval from the sponsor.

**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 \(askvu.vu.edu.au\)](mailto: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 student, submit your application at the VU Sydney 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](http://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](http://vu.edu.au/international-refunds). Sydney students must contact VU Sydney 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 studying in Australia?  Yes  No

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

## 3. REASONS FOR TRANSFER AND RELEASE

**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.**

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

- Compelling/compassionate circumstances: You must provide evidence of compelling/compassionate circumstances with this application. This may be in the form of a detailed medical certificate outlining severity of illness and impact on studies, a death certificate or a statutory declaration. The documentation must be relevant to the claim you are making.
- 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

- 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 Home Affairs on 131 881 for further information.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU.
- I declare the above information provided by me is true and completed in full.

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](http://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](http://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee