

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 a per the **International Student Release Policy**.

Students do not require a release 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. Read the International Student Release Policy carefully.
2. Complete this form.
3. Provide a copy of the new provider's valid unconditional offer and any other supporting documentation with the completed application for release.
4. 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.

A - APPLICANT DETAILS			
Student/Studylink ID:		Date of birth:	
First name:		Last name:	
Mobile number:		Email:	
Residential address:		Postcode	
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 attached with this application.</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 ( <i>please specify the circumstances and attach documentary evidence</i> ):
Other ( <i>please specify and attach documentary evidence</i> ):

# Application for Release (to study at another provider)

## 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:

## 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 the **International Student Release Policy**.
- 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.
- 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, my Confirmation of Enrolment (CoE) will be cancelled. This may result in the university notifying to the Department of Education and the Department of Home Affairs and may have a serious impact on student visa status.

Applicant signature:

Date:

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](mailto:international.compliance@acu.edu.au)

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

Release enquiries: [international.compliance@acu.edu.au](mailto:international.compliance@acu.edu.au)