

# International Request for Release application



This form is to be used:

- if you wish to withdraw from the course in which you are currently enrolled and you wish to transfer to another provider and
- you have not completed six months of your principal course at Box Hill Institute

## Information:

A release will be provided in accordance with Box Hill Institute's Transfer Request Policy and Procedure. You should read the policy carefully to establish your eligibility for a release. In summary, the policy guidelines are:

Requests for approval to transfer to another provider **will be approved** in the following circumstances:

- *Compassionate or compelling circumstances - students will be provided with a release letter if they can demonstrate compassionate or compelling personal or academic circumstances. It would normally be expected that such circumstances are beyond the control of the student and are supported by relevant documentation.*
- *Government-sponsored Students - a government sponsor deems that the transfer is in best interest of their student.*
- *The international student will be reported because they are unable to achieve satisfactory course progress despite the implementation of an Intervention Strategy to assist the international student.*
- *The registered provider fails to deliver the course as outlined in the written agreement.*
- *There is evidence that the overseas student's reasonable expectations about their current course are not being met.*
- *There is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives.*
- *An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.*

Requests for approval to transfer to another provider **will NOT be approved** in the following circumstances:

- *Where the proposed transfer is to a course in the same or similar subject area leading to the same or similar qualification.*
- *Where the student's progress or participation in the course is unsatisfactory.*
- *Within the first four weeks of the course commencement date where it is considered that the student is experiencing settlement issues and has not accessed support services provided by the Institute.*

**Any request for a release must be made in writing.**

**Documents that you must attach to this request before your application for a release will be considered are:**

- Letter of offer from the Institute to which you wish to transfer
- Evidence of compassionate or compelling circumstances and Statement of Purpose
- Application for refund (if applicable)
- Written support from company/government sponsor (for company/government sponsored students)

**Note: Any incomplete request will NOT be processed by International.**

Student to complete:	
Student ID no.	Date of birth (dd/mm/yyyy)
Family name <i>(as per passport)</i>	
Given names <i>(as per passport)</i>	
COURSE NAME: <b>(please state the name of courses)</b>	

Address			
Suburb			Postcode:
Telephone	Home		Mobile
Email			
<b>Declaration</b>			
I understand that:			
<ul style="list-style-type: none"> <li>• this is an application for a release and the application will be considered in accordance with the Institute's Transfer Request Policy</li> <li>• I will be informed of the outcome of this request including the reasons for the outcome</li> <li>• I have a right of appeal</li> <li>• If the release is approved, all my Confirmation of Enrolment (CoE) with Box Hill Institute will be cancelled and</li> <li>• The Department of Home Affairs will be informed of my transfer</li> <li>• If I choose to return to Box Hill Institute I will have to reapply for admission</li> <li>• If applicable, my entitlement to a refund will be assessed in accordance with Box Hill Institute's Refund Policy for International Students</li> </ul>			
Signature			Date / /

<b>Office Use Only</b>			
Please note that all evidence of document/s must be sighted and stamped as "Original Docs Sighted" and the correct date. Please state your name on the evidence of document/s.			
Received by International Officer/s Name		Date / /	
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	<input type="checkbox"/> No release required
Reason/s not approved (if applicable)			
General Manager   Vice President – International or Nominee, International		Date / /	
Action required	International Officer/s	Date	
<input type="checkbox"/> PRISMS - CoE cancelled		/ /	
<input type="checkbox"/> Teaching Centre Advised		/ /	
<input type="checkbox"/> Refund processed (if applicable)		/ /	
<input type="checkbox"/> Database updated		/ /	
<input type="checkbox"/> File closed		/ /	