LA TROBE
UNIVERSITY • AUSTRALIA

REQUEST FOR A LETTER OF RELEASE FORM

International students

Read this application carefully. If you are currently studying ELICOS, Foundation or Diploma at La Trobe Melbourne that is packaged with a La Trobe University degree, please return this form to the La Trobe Melbourne reception. **You must continue to attend classes until you receive the outcome of this application.** You will be notified of the outcome of your request for a letter of release within **10 working days** of the submission of this completed form along with all required supporting documentation. Complete all sections and ensure that supporting documents are attached. Write in BLOCK LETTERS using a blue or black pen. **Tick where applicable.**

Personal details

Student number ☐☐☐☐☐☐☐☐ ◯ Male ◯ Female Date of birth d d / m m / y y

Family name as stated in passport Given name(s)

Are you under 18? ◯ **Yes** ◯ **No** Are you a sponsored student? ◯ **Yes** ◯ **No**

Student's current personal address

Number and Street

Suburb/Town City/State

* Mobile / Telephone country code | area code | number

* Student's email

Agent details (if applicable)

Did you apply through a La Trobe University registered agent in your home country? ◯ **Yes** ◯ **No**

Agency Name (if yes):

Did you apply through an agent to the institution you wish to transfer to in Australia? ◯ **Yes** ◯ **No**

Agency Name (if yes):

Transfer and release request details

You must list your La Trobe University (LTU) principal course. In addition list 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 LTU principal course details. The principal course is one for which a student visa has been issued at the highest level of study in the program. For example, if a student accepts a package offer for English + Foundation Studies + Bachelor degree, the Bachelor degree is the principal course.

Have you completed 6 calendar months or 1 full semester of your listed principal course? ◯ **Yes** ◯ **No**

What is your principal course at LTU:

Commencement date: Semester 1 ◯ Semester 2 ◯ Year: y y y y

If you are on a package with La Trobe Melbourne (LTM) what course are you currently enrolled in?

◯ **ELICOS** ◯ **Foundation Studies** ◯ **Diploma Program**

Did you receive an ELICOS Scholarship? ◯ **Yes** ◯ **No**

If yes for how many weeks?

Note you will be required to pay this back if you do not continue in your principal course at LTU

What are the course details for the provider you wish to transfer to?

Name of new provider:

Name of new course:

Commencement date: Semester 1 ◯ Semester 2 ◯ Year: y y y y

Reason for Release Request (Please tick one option and provide evidence)

LTU has cancelled/ceased to offer the accepted program ◯

I did not meet academic or language requirements for entry into the program and have exhausted all options for meeting these requirements (results required) ◯

Government sponsor considers the change to be in my best interest (letter from sponsor required) ◯

I have compassionate / compelling circumstances demonstrating that a transfer is to be in my best interest (evidence required) ◯

I am under 18 years old and my parents/guardian request the transfer (letter from parents/guardian required) ◯

Other:

Please tick all applicable

Evidence attached (please refer to the guidelines for examples)

Valid offer from new education provider ◯

Supporting documents as indicated on attached guidelines ◯

Personal statement outlining the reasons for the transfer ◯

Students under the age of 18 years must provide a letter from parent/guardian supporting the transfer of education provider. Along with that a copy of the Confirmation of Appropriate Accommodation and Welfare letter from the new provider acknowledging the responsibility for welfare arrangements (if available) ◯

If you are a sponsored student, you have attached written confirmation from your sponsor that they support the transfer and consider it to be in your best interests ◯

Other:

Please read this section carefully and ensure that you provide the correct documents. Applications that are incomplete or do not have the correct supporting documentation will be automatically rejected

- I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects.
- I agree to release and indemnify La Trobe University and officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- **I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Australia).**
- I understand that in accordance with Standard 7 of the National Code, I am to provide further evidence of support by my parent's/guardians in support of the transfer. Along with that a statement from the new provider that acknowledges the responsibility for welfare arrangements. I have read and understood the La Trobe University refund policy and procedure.
- Please note that under La Trobe University's Streamlined Visa Processing (SVP) guidelines, La Trobe University will generally not release a student from an SVP-eligible provider to a non-SVP eligible provider (a course in a lower visa subclass) within the first 12 months of your student visa. If you are granted a release to a course in a lower visa subclass, you will be generally be required to apply for a new student visa, which may not be granted.
- Please note that under La Trobe University's Streamlined Visa Processing (SVP) guidelines, La Trobe University will generally not release a student from an SVP-eligible provider to a non-SVP eligible provider (a course in a lower visa subclass). If you are granted a release to a course in a lower visa subclass, you will be required to apply for a new student visa, which may not be granted.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.
- I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I will formally cancel my enrolment by submitting a Discontinuation of Enrolment form to the Student Hub or my Faculty office by the relevant census date.
- I understand I will be liable for fees if I do not formally discontinue my enrolment prior to the census date. Note that if your Release Request is approved, your eligibility for a refund will be taken from the date of the complete application.
- I understand that if I have not completed my refund application form, I will not receive my full deposit
- LTU holds the right to authenticate and verify any supporting documents provided as part of the application
- I understand that my student visa may be effected and I will need to seek advice from the Department of Immigration and Border Protection regarding my visa.
- I understand that if I have received a La Trobe University scholarship and am granted a release letter, I will be required to pay back this scholarship.
- I understand that any refund will be processed in accordance with the La Trobe University Refund Policy.
- I understand that if I have paid a non-refundable deposit and have been granted a release, this does not guarantee a refund of the deposit.
- I have read and I understand the declaration above.

Date d d / m m / y y

Applicant's (student's) signature:

Check list

- Have you answered all questions?
  ◯ **Yes** ◯ **No**
- Have you attached copies of all necessary documents?
  ◯ **Yes** ◯ **No**
- Have you signed and dated the application?
  ◯ **Yes** ◯ **No**
- Have you kept a personal copy of all documents?
  ◯ **Yes** ◯ **No**
- If you are currently studying at La Trobe Melbourne, you may now proceed to email your application.
  E study@latrobemelbourne.edu.au
  or hand in a hard copy to LTM reception
- If you are currently studying at La Trobe University, you may now proceed to email your application.
  E int.release@latrobe.edu.au
  or hand in a hard copy to LTI reception

Contact details

La Trobe International | La Trobe University | Victoria 3086 Australia
T +61 3 9479 1199 | **E** int.release@latrobe.edu.au

I acknowledge receipt of the privacy statement and confirm that I have read and understood the contents. I consent to the use of my personal information in accordance with this statement. **latrobe.edu.au/privacy/student-information/privacy-collection-notice**

LA TROBE UNIVERSITY • AUSTRALIA

REQUEST FOR A LETTER OF RELEASE FORM

OFFICE USE ONLY

La Trobe Melbourne / LTI staff member received by:

Staff Name

Signature d d / m m / y y

To be completed by La Trobe Melbourne:

Staff Name

Signature d d / m m / y y

Approved / Denied release request (please circle)

Student has not met conditions ◯

Transfer is in student's best interest ◯

Sponsored student with sponsor approval ◯

Student under 18 years of age with guardian or parent approval ◯

Student has not completed 6 months of principal course and/or the student is seeking to transfer to a provider that is currently not a LTU business partner ◯

Insufficient evidence to support the claims ◯

The transfer may jeopardise the student's progression in packaged courses ◯

Transfer is unfavourable to study plans and / or career goals ◯

LTU offers a similar course ◯

Other:

To be completed by La Trobe International:

IDM recommendation

Staff Name

Signature d d / m m / y y

Approved / Denied release request (please circle)

Student has not met conditions ◯

Transfer is in student's best interest ◯

Sponsored student with sponsor approval ◯

Student under 18 years of age with guardian or parent approval ◯

Student has not completed 6 months of principal course and/or the student is seeking to transfer to a provider that is currently not a LTU business partner ◯

Insufficient evidence to support the claims ◯

The transfer may jeopardise the student's progression in packaged courses ◯

Transfer is unfavourable to study plans and / or career goals ◯

LTU offers a similar course ◯

Other:

To be completed by La Trobe International:

Director, International Recruitment recommendation

Staff Name

Signature d d / m m / y y

Approved / Denied release request (please circle)

Reason

To be completed by Executive Director, International

Staff Name

Signature d d / m m / y y

Appeal approved release letter granted pre-commencement / course commenced ◯

Appeal denied, release letter not granted pre-commencement / course commenced ◯

Reason

To be completed by Admissions

Staff Name

Signature d d / m m / y y

Discontinuation of acceptance processed ◯

Refund processed ◯

Receipt of submission to LTM / LTI reception for Student Record

Staff Name

Signature d d / m m / y y

Offer letter provided ◯

Personal statement provided ◯

Support documents provided ◯

Student signature sighted ◯

Please note: If you are successful in your request, you are advised to seek advice from the Department of Immigration and Border Protection on whether you require a new student visa, and whether you wil still be considered as meeting the conditions of your student visa should your transfer be approved.

IMPORTANT INFORMATION FOR STUDENT VISA HOLDERS

If you want to change to a new course and you were granted a visa under the **streamlined visa processing arrangements** you must maintain enrolment in a streamlined visa processing eligible course (or package of courses) with an education provider participating in the arrangements.

To check if your new course is eligible for streamlined visa processing, or to learn more about these visas, please refer to Department of Immigration and Border Protection's (DIBP) website

www.immi.gov.au/Study/Pages/Streamlined-student-visa-processing.aspx

If you transfer to a course of study that is not eligible for streamlined visa processing and you have not been granted a new visa appropriate to your new course then your visa might be considered for cancellation.

It is DIBP's policy that students who transfer to a course not eligible for streamlined visa processing at the same level as their current course would not be considered for cancellation if either:

- the country of their passport is Assessment Level 1 for their current visa or
- they have held their current visa for at least 12 months.

Before you precede with your Request for a Letter of Release Form, please take the time to read the DIBP's information on Changing Courses www.immi.gov.au/Study/Pages/changing-courses.aspx

If you want to change to a new course to study towards the same level of qualification and your visa was not granted under streamlined arrangements, you do not need to apply for a new student visa unless your current visa is about to expire.

If you want to change the level of qualification you are studying towards, you need to apply for a new student visa because your visa subclass will not be appropriate for your new course (or package of courses). For example, if you want to change from a Bachelor degree to a Certificate IV.

Any international student who is holding any other kind of temporary residence visa is not subject to the National Code; and hence, is not subject to this policy.

If you wish to proceed with your request to transfer to another institution, please also read the Australian Government's Student Fact Sheet – www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/ESOS%20Factsheets/ESOS%20Factsheets%202012/Students%20Standard%207.pdf

GUIDELINES

The Education Services for Overseas Students (ESOS) National Code 2007 restricts all Australian Universities from enrolling students who want to transfer prior to completing six months of their principal course. The principal course is one for which a student visa has been issued at the highest level of study in the course. For example, if a student accepts a packaged offer for English, Foundation Studies and Bachelor degree, the Bachelor degree is the principal course. An electronic Confirmation of Enrolment (COE) is issued for each course and a 573 subclass student visa is issued for the package.

These restrictions impact:

- Current La Trobe students seeking a transfer from La Trobe University to another provider.
- Prospective students seeking a transfer to La Trobe University from another provider.

For current La Trobe University students:

Note: students must continue to attend classes while a decision is being made regarding a Release Letter, or if a student has appealed a release decision and the appeal is in process.

Current international students are required to apply for a release letter from La Trobe University if they wish to discontinue before completing six months of their principal La Trobe University course; this includes students currently studying at another pathway provider where the La Trobe course is the principal course in their package of courses.

The transfer and release letter process is additional to the discontinuation of enrolment process. Current students wanting to cancel their enrolment at La Trobe University for any reason must also complete the Discontinuation of Enrolment Form. Until release is granted, the student is considered to be an enrolled La Trobe University student.

HOW TO APPLY

All students issued a student visa as a result of a La Trobe University generated electronic Confirmation of Enrolment (COE) will be expected to complete the minimum six months of the LTU principal course.

All applications for release letters must include the Request for a Letter of Release Form (attached to these guidelines). In addition the class commencement date at the other institution must not be prior to the date the request for a letter of release is lodged.

- Personal statement outlining the reasons for the transfer
- Evidence to support the release request
- Students under the age of 18 years must provide a letter from their parent/guardian supporting the transfer of education provider, and a copy of the Confirmation of Appropriate Accommodation and Welfare form from the new education provider (if available)
- If you are a sponsored student, you need to provide written confirmation from your sponsor that they support this transfer and consider it to be in your best interests
- Students with tuition fee debts owing to LTU University are not eligible for a release letter until all debts are paid
- Students on receipt of a Scholarship from La Trobe University who are granted a release, forfeit the Scholarship awarded to them

If you are currently studying at La Trobe Melbourne, you can submit your application:

- in person at LTM reception
- by email to study@latrobemelbourne.edu.au

If you are currently studying at La Trobe University, you can submit your application:

- in person at LTI reception
- by email to int.release@latrobe.edu.au

If you are currently studying at La Trobe University Sydney, you can submit your application:

- in person at LTUSC reception
- by email to studentservices@auscampus.net

RELEASE ELIGIBILITY CRITERIA

The following criteria are the only circumstances in which La Trobe University will grant a release letter prior to the completion of the first six months/first semester of the La Trobe University principal course:

	ELIGIBLE REASONS	ACCEPTED EVIDENCE
1.1	If you are in a pathway course, and you are unable to meet academic or language requirements for entry into the principal course and have exhausted all options for meeting these requirements	Transcripts and Attendance results you're your pathway provider
1.2	International student can demonstrate to the satisfaction of La Trobe University that the transfer to another provider is in their best interests	Evidence proving that: The transfer represents a clear educational progression The student is experiencing demonstrable academic difficulties in their current course. Note: for pathway providers we will also take into account both results/attendance records The student's personal circumstances suggest that changing to an alternative course with another provider is in their best interests LTU will seek attendance/transcript results from our pathway providers
1.3	Compassionate or compelling circumstances generally **beyond control of the student** and which impact the student's course progress or wellbeing. Serious illness or injury Bereavement (death) of a close family member Major political upheaval or natural disaster in their home country requiring emergency travel A traumatic experience which includes: Involvement in, or witnessing of a serious accident Witnessing, or being the victim of a serious crime	 A medical certificate which substantiates the student was unable to attend classes for a significant amount of time Death Certificate and evidence of relationship Official document from local government stating impact and / or loss Police, psychologist or doctors report/certificate
1.4	A government sponsor (excluding DFAT Australia Award) deems that the transfer is in the best interest of the student	Letter / email from the sponsor

1.5	In addition to an applicant under 18 years of age being eligible for a release letter, further evidence of support by the parent's/guardians is to be provided in support for the transfer. Along with that a statement from the new provider that acknowledges the responsibility for welfare arrangements i.e.: accommodation, support and monitoring of general welfare	Written confirmation from parents/guardian plus evidence of signatures and relationship. Statement from new institution accepting responsibility for welfare arrangements
1.6	Students who intend to transfer to an institution not eligible for SVP (i.e. not on this list http://www.comlaw.gov.au/Details/F2014L00706), who have not held their current student visa for 12 months will be advised to contact the Department of Immigration and Border Protection to determine the status of their visa should the transfer take place. This is because the Department of Immigration and Border Protection considers that where a student was granted a visa under the streamlined visa processing arrangements and would like to change to a new course of study, they generally need to enrol in another streamlined eligible course (or package of courses) in order to remain compliant with the conditions on your current student visa.	
1.7	The principal program the student accepted has been cancelled or ceased to be offered for the student's accepted intake	No evidence required

REASONS NOT ELIGIBLE FOR GRANTING A RELEASE

The following circumstances are not considered compassionate or compelling and therefore are not acceptable reasons to transfer providers from La Trobe University:

2.1	The student has not completed the first (three) weeks of the principal course in which they are enrolled and has (academic difficulties) and not accessed the full range of support services available at the University or Partner Provider. Note: Late arrivals past the course commencement date are not included.
2.2	The transfer may jeopardise the student's progression into the packaged course
2.3	The transfer is unfavorable to the student's career or study goals; this may include a transfer to another provider in a different education sector or lower level qualification (e.g. Bachelor to Diploma)
2.4	The following circumstances will generally **not** be considered compassionate or compelling: - Change to a new course with lower fees - Distance of your accommodation from the La Trobe University campus at which you are enrolled - Financial difficulty (unless these can be proven to be sudden and unexpected) - Work: the need or desire to work - Holiday: the student is requesting a break or would like to visit family - Homesickness: all international students are likely to experience homesickness to a certain degree (unless it is supported by documented evidence; e.g. medical certificate) - Late arrivals past the course commencement date are not included
2.5	The student has outstanding debts to the University
2.6	The student received La Trobe University scholarship funds (including ELICOS scholarships).
2.7	Student has not completed six months of the principal course of study and/or the student is seeking transfer to a provider that is currently not a La Trobe University business partner A full list of business partners can be viewed at http://www.comlaw.gov.au/Details/F2013L01035
2.8	Insufficient evidence provided to support the release request All students are able to pursue their change of provider plans after completing an enrolment of six months in the principal award course at La Trobe University. Students wanting to leave the University after that time must still complete the Discontinuation of Enrolment Form.

Decision process

Applications are assessed by La Trobe International. The outcome of the application, including reasons for the outcome, will be emailed within 10 working days of the submission date. Incomplete requests not containing all the required information will not be processed.

Appeals

Students who have been refused a letter of release, have a right of appeal. Appeal applications should include:

- Evidence showing how the decision was not made in accordance with the La Trobe University Release Letter Assessment (International Students) Procedure
- Additional or new evidence to support the appeal for release request.

An appeal application should be titled 'Appeal for Release', addressed to the Executive Director, International, and emailed to DirectorLTI@latrobe.edu.au

Students will be notified within 10 working days about the outcome of the appeal with a written statement including reasons for the outcome.

If further evidence is required the appeal process will be suspended until the date of receipt of this evidence is provided. The appeal process will then recommence.

If a student's internal appeal is unsuccessful and they are dissatisfied with the decision, they may appeal to the University Ombudsman. The Ombudsman may ask the student to follow the relevant University procedures if they have not already done so.

Refund

Students must complete the Application for Refund Form and must discontinue their enrolment in accordance with the dates specified by La Trobe. In all circumstances, student's entitlements to a refund will be assessed in accordance with the La Trobe International Refund Policy

http://www.latrobe.edu.au/study/costs/international/?src=hff

On the assessment of a refund, in all circumstances, the student's entitlements will commence on the date all the required documentation was provided as part of the appeal.

Note: if a student has been granted a release, this does not automatically guarantee that they met one of the conditions for a refund of the deposit.