

Read this application carefully.

If you are currently studying ELICOS, Foundation Studies or a Diploma at La Trobe College Australia that is packaged with a La Trobe University degree, please return this form via email to: info@latrobemelbourne.edu.au

If you are currently studying a Bachelor's or Master's degree at La Trobe University, please return this form via email to: int.release@latrobe.edu.au

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 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

/

/

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

Student's email

Transfer and release request details

You must list your La Trobe University (LTU) 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 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 package offer for English + Foundation Studies + Bachelor degree, the Bachelor degree is the principal course.

Have you completed 6 months of your principal course?

Yes

No

What is your principal course at LTU:

Commencement date:

Semester 1

Semester 2

Term

Year:

If you are on a package with La Trobe College Australia (LTCA) what course are you currently enrolled in?

ELICOS

Foundation Studies

Diploma Program

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:

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

LTU has cancelled/ceased to offer the accepted degree

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

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

I have compassionate/compelling circumstances requiring a transfer to be in my best interest (evidence required)

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

Other (please specify):

REQUEST FOR RELEASE

International students

Please tick all applicable

Evidence attached

Valid offer from new education provider

Supporting documents

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. A copy of the Confirmation of Appropriate Accommodation and Welfare from the new education provider should also be submitted (if available)

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

Other (please specify): _____

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 have completed all sections of the application form.
- 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 have read and understood the La Trobe University refund policy and procedure. <https://policies.latrobe.edu.au/document/view.php?id=369&version=1>
- I understand that if I have paid a non-refundable deposit and have been granted a release, this does not automatically guarantee that I have met one of the conditions for a refund of the deposit.
- I understand that any refund will be processed in accordance with the La Trobe University Refund Policy.
- I acknowledge that I have read and understood La Trobe University's Policy and Procedure's. <https://policies.latrobe.edu.au/document/view.php?id=176>
- Please note that under La Trobe University's Simplified Student Visa Framework (SSVF) guidelines, La Trobe University will generally not release a student from an SSVF-eligible provider to a non-SSVF 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 accept that this application and supporting documentation becomes 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 the relevant census date by submitting a Discontinuation of Enrolment form (if you have enrolled into LTU) at: <https://bt.latrobe.edu.au/form/de> or a Discontinuation of Acceptance (if you are yet to commence at LTU).
- I understand I will be liable for fees if I do not formally discontinue my acceptance prior to the census date.
- I understand that my student visa may be affected, and I will need to seek advice from the Department of Home Affairs regarding my visa.
- I understand that if I have received a La Trobe University Scholarship and am granted a release, any scholarship credit that I have received will be stopped and not refundable.
- I have read and I understand the declaration above.
- Please note our Privacy Policy: details regarding collection, use, disclosure and access of personal information from this form are available at: www.latrobe.edu.au/privacy/ or from Recruitment & International Operations, or by telephone at +61 3 9479 1199

Checklist

- 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 College Australia, you may now proceed to email your application. Email: info@latrobemelbourne.edu.au
- If you are currently studying at La Trobe University, you may now proceed to email your application. Email: int.release@latrobe.edu.au

Contact details

Recruitment & International Operations | La Trobe University | Victoria 3086 Australia

T +61 3 9479 1199 | E int.release@latrobe.edu.au

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

CRICOS Provider: 00115M

Date / /

Applicant (Student) Signature: