

## Application for Release Letter for Overseas Student

This form applies to overseas students on student visa who wish to study at another institution within the first 6 months of their principal course.

The Overseas Student Transfers Policy applies. Applicants are also advised that the Deakin College *Refund Policy* will apply (all policies are available at <https://www.deakincollege.edu.au/policies-procedures>).

The Deakin College Diploma course is the principal course unless it is packaged with a Deakin University Bachelor course. Students on a Deakin College and Deakin University package must also apply to Deakin University (the primary provider) for a release letter: <http://www.deakin.edu.au/students/studying/international-students/compliance-and-visas/release-and-refund>.

Applications for a release letter must include the following documentation:

- A valid letter of offer from another CRICOS registered provider;
- Statement of reasons and supporting documentation demonstrating extreme exceptional personal circumstances.
- Under 18 year old students must submit written evidence that his/her parents or legal guardian support the transfer AND written confirmation that the new institution will accept responsibility for approving a student's accommodation, support and general welfare arrangements.
- If government sponsor of sponsored student considers the change to be in the student's best interests, the written support for the change must be provided.

Deakin College aims to notify you of the outcome of this application within 10 working days from the date the *complete* application was submitted. *'Complete' means that all documents must be included.*

### Section A: Personal Details

Student ID: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(Please make sure all your addresses and contact details in the Student Portal are correct and up-to-date)

Are you under 18 years old?

No

Yes, I have provided both of the following documents:

1. Written evidence that my parents or legal guardians support the transfer

2. Written confirmation that the new institution will accept responsibility for approving my accommodation, support and general welfare arrangements.

Are you a government sponsored student?

- |   |
|---|
| <input type="checkbox"/> No   |
| <input type="checkbox"/> Yes, I have provided written support for the change from my government |
| <input type="checkbox"/> Yes, I do not have written support for the change from my government   |

**Section B: Student's Request (Please enclose valid new letter of offer)**

Please provide details of the new course and institution that you have received the new offer(s)

Course: \_\_\_\_\_

Institution: \_\_\_\_\_

**Section C: Reasons for applying for Release (Please enclose supporting documentation)**

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**Section D: Student Declaration**

I declare that I have read the *Overseas Student Transfers Policy* and that the information provided by me with this application is true and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward the completed form together with all the required documents to [dcoll-compliance@deakin.edu.au](mailto:dcoll-compliance@deakin.edu.au).