

## Application for a Letter of Release

*This form is to be used by international students to seek a letter of release from the University because they wish to transfer to another higher education provider. .*

<b>1. PERSONAL DETAILS OF STUDENT</b>			
<i>The student's postal and email address registered on MyHub will be used to correspond with the student about this application – to change the address the student should use MyHub</i>			
University of Newcastle Student ID		Title (Mr, Miss, Ms, Mrs, Other)	
Given Name(s)		Family Name	
Date of Birth (dd/mm/yyyy)		Postal Address in Australia	
Phone (Home)		Phone (Mobile)	
University Email (if applicable) .....@uon.edu.au			
Personal Email			
<b>2. NEW PROGRAM AND PROVIDER DETAILS</b>			
Name of new program (eg Master of Finance)			
Name of new higher education provider			
Campus of new higher education provider			
New program start date		Education agent used to apply for new program	
<b>3. GROUNDS FOR SEEKING A LETTER OF RELEASE</b>			
<i>Please select ONE of the following options and provide supporting documents.</i>			
<input type="checkbox"/> <b>Program No Longer Offered:</b> - The University is unable to deliver the Program outlined in my written agreement	<input type="checkbox"/> <b>Academic or Language Grounds:</b> - I am unable to make satisfactory academic progress and I have engaged with the University's intervention strategy and/or support services; or - The program was academically unsuitable for me	<input type="checkbox"/> <b>Sponsor Support:</b> - I have a government sponsor who considers the change to be in my best interest	<input type="checkbox"/> <b>Student Misled:</b> I was misled by the University or an education or migration agent regarding the University or my Program, and the Program is unsuitable to my needs or study objectives
<input type="checkbox"/> <b>Internal or External Appeal:</b> An appeal (internal or external) on another matter has resulted in a decision to seek a Letter of Release	<input type="checkbox"/> <b>Higher Degree by Research Program:</b> I am enrolled in an HDR program and the Dean of Graduate Research supports the change	<input type="checkbox"/> <b>Student's Expectations</b> I have evidence that my reasonable expectations about my current program are not being met (eg marketing or promotional material)	<input type="checkbox"/> <b>Compelling or Compassionate Circumstances Exist*:</b> Exceptional compelling or compassionate circumstances exist which will be improved if I transfer to another institution

**\*Exceptional compelling or compassionate circumstances are generally those beyond the control of the student which have an impact upon the student's academic progress or wellbeing. These may include but are not limited to:**

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes,
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided),
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, or
- A traumatic experience which could include:
  - o Involvement in, or witnessing a serious accident,
  - o Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports), or
- Occurrences that are the result of a University, partner or agent error.

**The following situations may not meet the requirements to be considered as exceptional compelling or compassionate circumstances:**

- financial hardship, including the inability to pay tuition fees as required,
- minor illness (as determined by a registered medical practitioner) including homesickness,
- failure to meet enrolment requirements or studying courses which are not part of the International Student's approved Program,
- where the international student has requested additional paid or unpaid employment,
- pregnancy,
- a desire to live in another state or city to be near family or a partner,
- relationship strain or breakdown.

#### **4. PERSONAL STATEMENT**

*You must provide a personal statement which outlines the circumstance surrounding your request for a Letter of Release. If there is insufficient space, please attach additional pages.*

#### **5. SUPPORTING DOCUMENTS**

*Please make sure you attach all relevant supporting documents to your application.*

**Supporting documents for ALL applications:**

- A Valid Offer of Admission from a CRICOS-registered provider,
- Documented evidence supporting your reason for changing providers,
- Documented evidence of having engaged with the University before submitting this application,
- If studying at the English Language Centre or at the Newcastle International College, evidence that you have advised one or both of your intention to apply for a Letter of Release.

**Supporting documents MAY also include:**

- A copy of advice or confirmation that the University has cancelled or ceased to offer your program as set out in your offer of admission,
- Evidence of engagement with the University's intervention and/or support services,
- A medical certificate from a registered practitioner,
- Advice from the University that you are better suited to a different learning environment or that your program does not meet your educational development needs,
- Copies of police reports outlining involvement in a serious crime or incident,
- For sponsored students, written support from your sponsor which outlines why the sponsor considers the change to be in your best interests,
- For HDR candidates, written evidence that the Dean of Graduate Research at the University supports your Application for a Letter of Release.

**Supporting documents for Students Under 18 Years Old**

- Written consent from a parent or legal guardian supporting the transfer,
- Where the student is not being cared for in Australia by a parent or suitable nominated relative, supporting documentation must also include written confirmation that your new education provider that they will take on responsibility for your accommodation, support and general welfare arrangements.

**6. STUDENT DECLARATION**

I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my request for a Letter of Release.

Signature of student or applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print name of signatory: \_\_\_\_\_

*The information provided on this Application is collected for the primary purpose of assessing the Application for a Letter of Release. If you do not complete all the questions on this form it may not be possible for the University to process your Application.*

**7. SUBMITTING THE APPLICATION FOR A LETTER OF RELEASE**

**The University will only assess applications that are complete and that have all relevant supporting documents attached.**

**Supporting documents must be an original or certified copy and written in English, or with a certified translation attached if the documents are in a language other than English.**

**The completed form and all supporting documents should be submitted to the International Admissions Management Team in UON Global at:**

**[IA-admin@newcastle.edu.au](mailto:IA-admin@newcastle.edu.au)**