

Application for Release

International Students



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form is for international students seeking a release from the University of Newcastle and the University's pathway provider, University of Newcastle College of International Education. If you wish to transfer to another CRICOS-registered Australian education provider within the first 6 calendar months of your principal program, you must have your release application approved. Applications are assessed in accordance with [Standard 7 of the National Code of Practice of Education and Training to Overseas Students 2018](#).

Important Information

- If you have completed more than 6 calendar months of your principal (final) program of study, this application is **not required**.
- For students under 18 years of age, parent/legal guardian approval for the transfer must be attached. If you are not being cared for in Australia by a parent or suitable nominated relative, evidence of the new provider taking on responsibility for accommodation and welfare arrangements is required.
- Application assessment will only commence where all required information and supporting documentation is provided.
- You will be notified of the outcome of your application within **10 working days** after submission of a complete application. Please note the processing time will not commence until supporting documentation is provided.
- Where a release is granted, the outcome of your request will be recorded in PRISMS.
- If your application is refused, we will provide you with the reason for refusal and the process for appeal.
- It is your responsibility to ensure you always maintain your student visa conditions and if a release is granted, you may be required to apply for a new student visa. Please contact the Department of Home Affairs for further information.

SECTION 1 – PERSONAL INFORMATION

Family Name		Student ID	
Given Name			
Date of Birth		Contact Phone Number	
Contact Email			
Australian Residential Address			
Current Principal Program of Study		Program Code	

SECTION 2 – DETAILS OF NEW EDUCATION PROVIDER

Education Provider			
Program/Course Name			
Commencement Date		Education agent (if applicable)	

SECTION 3 – REASON FOR APPLYING FOR A RELEASE

- Academic suitability** – I am unable to make satisfactory academic progress and I have engaged with the University's intervention strategy and/or support services. *[provide evidence of engagement with intervention and/or support services]*
- Compelling or compassionate grounds** – Exceptional compelling or compassionate circumstances exist which will be improved if I transfer to another institution. *[provide supporting documentation – e.g. police reports, medical certificates]*
- Program no longer offered** – The University is unable to deliver the program as outlined in my written agreement. *[provide supporting documentation – e.g. copy of advice/confirmation of cessation of your program]*
- Student expectations** – There is evidence that my reasonable expectations about the program are not being met. *[provide supporting documentation]*
- Misleading information** – I was misled by the University and/or education agent regarding the University or my program which has resulted in the program being unsuitable to my needs or study objectives. *[provide supporting documentation]*
- Internal or external appeal** – an appeal (internal or external) on another matter has resulted in a decision or recommendation to release me. *[provide supporting documentation]*
- Sponsored student** – I have a government sponsor that considers a transfer to another education provider to be in my best interests and has provided written support for the change. *[provide written support for transfer from your sponsor]*
- Higher Degree by Research student** – I am enrolled in a Higher degree by research program and the Dean of Graduate Research supports the change. *[provide written evidence of support from the Dean of Graduate Research]*

First Name:

ia-admin@newcastle.edu.au

Enrolments.Pathways@kaplan.edu.au

Last Name:

International Admissions

Enrolments, Pathways

Student Number:

The University of Newcastle

College of International Education

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SECTION 4 – PERSONAL STATEMENT

Please provide a written personal statement which outlines the reasons or circumstances surrounding your request for release. If there is insufficient space, please attach additional pages as a supporting document.

SECTION 5 – SUPPORTING DOCUMENT CHECKLIST

- A valid unconditional offer of admission (or conditional offer with conditions that can only be met after release is granted) from another CRICOS-registered education provider.
- A copy of your passport bio-page.
- Documented evidence supporting your reason for changing providers (see Section 3).
- Documented evidence of having engaged with the University of Newcastle or University of Newcastle College of International Education before submitting this application.
- (If applicable) Written confirmation from government sponsor that supports the change
- (If applicable) If under the age of 18, a copy of written confirmation from a parent or legal guardian supporting the transfer, or that the new registered provider will accept responsibility for approving accommodation and welfare arrangements.

SECTION 6 – DECLARATION

I certify that all information, including supporting documentation is true and complete and I have read and understood the conditions as outlined in the University of Newcastle's [International Student Release Procedure](#).

Student Signature: Date:

If you are under 18 years old, your parent or legal guardian must sign below.

Parent/Guardian: Date:

Send completed form to ia-admin@newcastle.edu.au

OFFICE USE ONLY

	Approval	Name	Date	Approver's Signature
Recommendation	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Release granted	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Decision				

First Name:
Last Name:
Student Number:

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International Admissions
The University of Newcastle

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