

# Application for Release

## International Students

This form is for international students seeking a release from the University of Newcastle in order to transfer to another CRICOS-registered Australian education provider within the first 6-months of their principal program. 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 months of your principal (final) program of study, this application is **not 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.
- Where applications are granted, the outcome of your request will be recorded in PRISMS. Hard copy letters are no longer provided. 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 maintain your student visa conditions at all times 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

Family Name		Student ID	
Given Name(s)			
Date of Birth (DD/MM/YYYY)		Contact Phone Number	
Contact Email			
Current Australian Residential Address			
UON Principal Program of Study*		Program Code	

\*The principal program is your final program in a package in which you have been issued a Confirmation of Enrolment (CoE).

### SECTION 2 – DETAILS OF NEW EDUCATION PROVIDER

Education Provider			
Program/Course Name			
Commencement Date (DD/MM/YYYY)		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]*

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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 before submitting this application. If studying in a pathway program, provide evidence that you have advised of your intention to apply for a release.
- (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 at 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](mailto:ia-admin@newcastle.edu.au)

### OFFICE USE ONLY

	Approval	Name	Date	Approver's Signature
Recommendation 1	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Recommendation 2	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Release granted	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Decision				