

OFFICE USE ONLY

Officer Initial:

Date:



Application for a Letter of Release

INSTRUCTIONS

This form is for International Students who are seeking release from Macquarie City Campus.

Please complete all the sections below and attach required documents. Processing time is 15 working days.

If you have already completed 6 months of study at the University, please complete the "Notice of Leaving Education Provider" form instead of this application.

Please read the information on the back of this form before submitting your application.

PERSONAL DETAILS

| | | |
|---|--------------|---------------|
| Student No.: | Course Name: | |
| Family Name: | Other Names: | |
| <u>Current Postal Address</u> | | |
| No. and Street: | | |
| Suburb: | State: | Postcode: |
| Email address: | | Phone Number: |
| Are you sponsored or have a Government Loan? (Yes / No) | | |

REQUIRED DOCUMENTS AND PROCEDURES

- Attach a letter explaining why you are applying for a letter of release. Your letter must be typed (hand-written letters will not be accepted) and include your name and student number.
- Attach a copy of your offer letter from the institution to which you wish to transfer.
- Attach copies of any documents which support your request, for example, medical certificates, for package offer student provide a transcript.
- Attach a Notice of Leaving Provider form if you are currently enrolled at Macquarie City Campus or a "Withdrawal from Study for International Students" form if you have not yet enrolled at Macquarie City Campus.

NOTE: If you are seeking a refund of tuition fees, please complete the "Request for Refund of Fees – International Students" form and attach with this application.

Please ensure you submit all documents and complete all procedures listed above. Incomplete applications will not be considered. Please note: An application for release is not automatically approved. Please speak to the Student Adviser before accepting your new offer.

STUDENT SIGNATURE

Student Signature:

Date:

SEND THIS FORM TO:

Macquarie City Campus
Level 2
11 York Street
Sydney New South Wales 2000
Macquarie University
CRICOS Provider No. 00002J

**Application for a Letter of Release
Important Information for International Students**

Standard 7 of the revised National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) states that you must study with the education provider of your principal course for the first 6 months of that course. You may apply for release from your principle course within the first six months of study in accordance with Macquarie's International Transfer Policy.

Macquarie University may grant a student a Letter of Release under the circumstances below (these circumstances must be supported by relevant documentation).

A release letter may be granted in the following instances:

- If you can demonstrate compassionate or compelling circumstances which necessitate transfer to another provider
- If you are experiencing academic or personal difficulties which have not been successfully resolved after you have accessed the university's support services

You do not need a letter of release if:

- You have been studying at Macquarie University for 6 months or more. In this case, you should complete a "Notice of Leaving Education Provider" form.
- You do not meet the conditions on your letter of offer and therefore cannot commence your Macquarie program and an alternative program at Macquarie University is not available.
- You are sponsored by your home government and they have written to the University to support the transfer.
- The course for which your COE was issued has discontinued.
- You wish to return to your home country and do not wish to continue studying in Australia. You should, however, complete a "Notice of Leaving Education Provider" if you are enrolled with Macquarie University or a "Withdrawal from Study for International Students" form if you have not yet commenced your studies with Macquarie University.

Once you submit the "Notice of Leaving Education Provider" or the "Withdrawal from Study for International Students" form, and providing you are granted release from Macquarie University your Confirmation of Enrolment (CoE) will be cancelled.

Circumstances for which a letter of release will not be granted:

- You have changed your mind about what degree you wish to study
- When the University does not agree that the transfer is in the best interests of your academic progress or future study plans
- If you have not accessed the University's support services for assistance with study or personal issues such as living a long distance away from campus, travel difficulties, difficulties adjusting to University life and the demands of academic work
- The provisions of (c) notwithstanding, where the University believes that you have made decisions post-enrolment regarding accommodation, employment or travel that are not aligned with your requirements of your course
- Routine need for financial support
- When the University believes that you are trying to avoid being reported to DIAC for not meeting course requirements
- Representative Agent Error

You should allow at least 15 working days for your application to be processed. You will be notified in writing (to the mailing and email address entered on this form) of the outcome of your request.

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___/___/___ Date application received

Release approved

COE cancelled

Release denied State reasons:

Student notified

Staff name: _____ Signature: _____ Date: _____