

Declining Offer/Request For Release Letter

INFORMATION

Use this form if you have accepted the offer for a course, BUT

- (A) You have not met the entry requirements for your principal course, or
- (B) You have not received a teacher's recommendation for the English level required for your principal course, or
- (C) You do not wish to enrol in the course you have accepted,
- OR** You have withdrawn from your currently enrolled preliminary/principal course and request a release letter.

RELEASE LETTERS

Release letters will be provided in accordance with Swinburne's Student Transfer Request Assessment Policy and Procedure (attached). You should read the policy carefully to ascertain your eligibility for a release letter. Any request for a release letter must be made in writing, with the supporting documentation specified in the policy attached. Documents that you must provide before your application for a release letter can be considered are:

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| Letter of offer from the new institution | Evidence of personal circumstances (if applicable) |
| Copy of Application for Withdrawal form (if applicable) | Written support from government sponsor (for government sponsored students) |
| Application for Refund form (if applicable) | Written support from parent/guardian (for students under 18 years of age) |
| Evidence that you have not met condition/s of offer (if applicable) | |

PERSONAL DETAILS

Surname _____	Student ID/OASIS No _____
Given names _____	Date of birth _____
Phone _____	Email _____
Course _____	
Campus <input type="checkbox"/> Croydon <input type="checkbox"/> Hawthorn <input type="checkbox"/> Healesville <input type="checkbox"/> Lilydale <input type="checkbox"/> Prahran <input type="checkbox"/> Wantima	

DECLARATION

I understand that my decision to withdraw from the course is final and that once I have submitted my application for release from Swinburne:

- My current and any future Confirmations of Enrolment (COE) will be cancelled, and
- The Department of Immigration and Citizenship (DIAC) will be informed of my course transfer,
- Any refund that is due to me will be payable in accordance with Swinburne's International Student Enrolment and Tuition Fee Policy: www.international.swinburne.edu.au/feepolicy upon written application by me, and
- If I choose to return to Swinburne, I will have to reapply for the course.

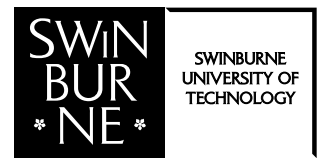
_____ / /
 Student signature Date

Swinburne collects, uses and destroys your information in accordance with our Privacy Policy. For information, see www.swinburne.edu.au/privacy

OFFICE USE ONLY

<p>RECEIVED BY FRONT COUNTER</p> <p>_____ / / Counter staff signature Date</p>	<p>REPORTING AND VISA OFFICER</p> <p>Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> No release letter required</p> <p>_____ / / Reporting and Visa Officer signature Date</p>
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Student Transfer Request Assessment Policy and Procedure



General

This is a summary of part of the University's International Student Enrolment and Tuition Fee Policy and Procedure which governs international student requests to transfer to another provider. The full policy can be accessed at

www.international.swinburne.edu.au/feepolicy

It has been developed to comply with Standard 7 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Assessment of Student Requests to Transfer to Another Provider

International students on student visas must normally remain with their original education provider for the first six months of their principal course unless they obtain a release letter. Where a student has been made a packaged offer of more than one course, the principal course is the final course in the packaged offer.

After the first six calendar months of their principal course, students are free to transfer to another provider and do not require a release letter.

Circumstances in which a Transfer will be Granted

(a) Students have not met Conditions

Students will be provided with a release letter if they have not met the conditions of their offer.

(b) Transfer in Student's Best Interests

Students will be provided with a release letter if they can demonstrate to the satisfaction of Swinburne that the transfer is in their best interests. Examples include where the transfer represents a clear educational progression; where a student is experiencing demonstrable academic difficulties in their current course; or where a student's personal circumstances indicate a change to an alternative program at another institution is in their best interests.

(c) Government Sponsored Students

In accordance with Standard 7 of the National Code, government sponsored students may transfer before completing six months of their principal course if their government sponsor considers the change to be in the student's best interest and has provided written support for that change.

This does not apply to AusAID students. International students on AusAID visas should contact the Sponsored Students Unit at Swinburne International.

(d) Students Under 18 Years of Age

In accordance with Standard 7 of the National Code, students who are under 18 years of age may transfer before completing six months of their principal course with written confirmation that the student's parent or legal guardian supports the transfer.

It is a regulatory requirement that where a student is under 18 years of age and is not being cared for in Australia by a parent or suitable nominated relative, the new institution must confirm in writing as part of the offer documentation that the new institution will accept the responsibility for approving the student's accommodation, support and general welfare arrangements.

Circumstances in which a Transfer will be Refused

Students may not be provided with a release letter if they have not started studying or have only recently started studying and have not experienced the full range of academic and support services available at Swinburne; if the transfer may jeopardise their progression through a package of courses; or if the transfer is considered detrimental to the student in some other way, including where the transfer does not represent a clear educational progression to a higher level program in the student's academic discipline.

An application for a release letter will not be considered if a student has outstanding debts to the University.

Counselling

Where appropriate students seeking a release letter will be counselled by a Swinburne International staff member to explore their reasons for wishing to transfer and any compassionate or compelling personal or academic circumstances that may apply in their case and to identify any alternative academic pathways or programs within Swinburne which may be relevant to their academic aspirations.

Application for Release Letter

All applications for release letters must be made in writing, on Swinburne's Declining Offer/Request for Release Letter form, with the required documentation attached.

Required Documentation

In order for a request for a release letter to be considered, the student must provide the following documentation:

- Letter of offer from the new institution (Where a student is under 18 years of age and is not being cared for in Australia by a parent or suitable nominated relative, the new institution must confirm in writing as part of the offer documentation that the new institution will accept the responsibility for approving the student's accommodation, support and general welfare arrangements);
- Application for withdrawal form (if applicable);
- Application for refund form (if applicable);
- Evidence that the student has not met their offer conditions (if applicable);

- Evidence that the transfer is in the student's best interests (if applicable) – evidence should include a personal statement, and may include a statement of support from an independent professional (eg. medical, counselling, academic);
- For government sponsored students, written support for the transfer from the government sponsor;
- For students under the age of 18 years, written confirmation that the student's parent or legal guardian supports the transfer.

Outcome of Application

Students will be given a written statement of the outcome of their request, including reasons for the outcome, at no cost.

The written outcome will normally be provided within 10 working days of the date the student submits their written request. Requests that do not contain all the required information may take longer to process.

Appeals

Where a student is not provided with a letter of release, the student has a right of appeal under the International Student Enrolment and Tuition Fee Policy.

Any appeal should be lodged in writing and addressed to the Director, Swinburne International within 20 working days of the decision not to grant a release letter.

A review of a student's appeal will commence within 10 working days of the written appeal being lodged. The student may be accompanied by a support person (who is not a legal practitioner) at any relevant meetings. The student will be given a written statement of the outcome of their appeal, including reasons for the outcome.

Where a student remains dissatisfied with a decision on appeal, the student may appeal to the Victorian Ombudsman at no cost in accordance with the National Code. The Ombudsman is, generally, the office of last resort. If a student has not followed the steps laid down in the relevant University procedures, the Ombudsman may ask them to do so before accepting their appeal.

Refunds

Students must apply in writing for refunds. Students must withdraw by specified dates in order to obtain refunds. In all cases students' entitlements to a refund will be assessed in accordance with Swinburne's International Student Enrolment and Tuition Fee Policy.