



APPLICATION FOR RELEASE TO TRANSFER EDUCATION PROVIDER

This form is for international students who wish to transfer to another Australian education provider within the first 6 months of their academic program.

Application Assessment

You must continue to attend classes until you receive the outcome of this application. You will be notified of the outcome of your application within **10 working days** of the submission of this completed form along with all required supporting documentation. Incomplete applications may cause a delay in assessment. You may be invited for a follow-up meeting to discuss your application where necessary. The University assesses applications strictly in accordance with the [Release Procedure and Standard 7 the National Code of Practice \(2018\)](#).

A release **may** be granted if there is evidence that:

- There are demonstrated compelling and compassionate grounds deemed beyond the student's control (refer to guidelines below);
- The student has completed their current pathway program(s) and has not met the entry requirements of their principal program;
- The University has discontinued the program into which the student was accepted;
- There is evidence the student received misleading information about their program of study from the University or one of its representatives and the program is therefore unsuited to their needs;
- There is evidence that the student's reasonable expectations about their program are not being met;
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student;
- The student has been accepted into a program and the University determines it is an unsuitable level of study;
- The student will be reported as they are unable to achieve satisfactory academic progress at the level they are studying, even after engaging with the University's support services and intervention strategy.

A release **may** be refused if:

- Tuition fees or other charges are owed to the University;
- Request is based on personal preference or change of mind;
- Request is based on a desire to change to a new course with lower fees, shorter duration or to be closer to family and friends;
- A change will jeopardise the student's progression through a package of programs;
- Student has not accessed support or academic services offered by the University and the application is based on being unable to achieve satisfactory academic progress;
- Student has only just commenced their program and there is no evidence to suggest they will not be successful in achieving satisfactory academic progress;
- Student has failed to meet student visa conditions including their obligation to ensure they have sufficient financial capacity to fund their study and living costs;
- Student wishes to transfer to a program similar to those offered by the University or one of its pathway providers;
- Request is an attempt to avoid being reported to Department of Home Affairs due to a failure to meet attendance or academic progress requirements;
- Student has not made a genuine attempt to actively participate in their principal program and/or meet assessment requirements of the program.

Visa Information

It is your responsibility to ensure you remain compliant with your student visa conditions at all times, including during a change of education provider. You may be required to apply for a new student visa if your release is granted. This may involve returning to your home country and/or voluntary visa cancellation especially if you are downgrading to a lower level program (for example from a Bachelor to Diploma). Please contact the Department of Home Affairs for further information on visa requirements.

Applicant Details

Title: _____ Family Name: _____

Given Name(s): _____

Date of Birth: __/__/____ (Day/Month/Year) Student ID: a



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Address: _____

Email: _____

Contact Phone Number: _____

Current Academic Program: _____

Current Program Start Date (Check your CoE): ___/___/___ (Day/Month/Year)

New Education Provider: _____

New Academic Program: _____

New Program Start Date: _____

Office Use Only - Docs Sighted/Received

Submission Checklist

1. Copy of valid and current offer from new education provider (program must not have commenced)

2. Supporting documents

3. **Sponsored students only:** if you have a financial guarantee from a sponsoring organisation or home government you must provide written permission from your sponsor.

4. **Students under 18 only:** you must provide written consent from parent/ legal custodian supporting your transfer AND written evidence that your new provider will accept responsibility for approving your accommodation, support, and general welfare arrangements

5. Personal statement. State your reasons for wishing to transfer to another provider below or provide a written statement as an attachment. **(If you are seeking release on the basis of compelling/compassionate circumstances beyond your control you must also provide relevant supporting documentation.)**

Vertical column for document tracking with checkboxes.

Date of receipt

By signing this form you agree to be released from your University of Adelaide program(s) which, if approved, results in discontinuation of your enrolment and cancellation of your CoE, which may have implications for your student visa. Should you wish to return to the University of Adelaide at a later date, you will need to lodge a new application.

Student Signature: _____ Date: ___/___/___



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Submitting Your Form

Please refer to the following table to determine where to submit your form:

<i>I am currently at...</i>	<i>I am currently studying...</i>	<i>Where do I submit my form?</i>
University of Adelaide College	A Degree Transfer, Foundation Studies or Pre-Masters Program	University of Adelaide College Email: college@adelaide.edu.au or in person
Eynesbury College	A Diploma or Foundation Program	Eynesbury College Email: studentservices@eynesbury.sa.edu.au or in person
English Language Centre	Academic English: GEAP (General English for Academic Purposes)	The University of Adelaide's English Language Centre Level 9, 115 Grenfell Street, Adelaide Fax: +61 8 8313 4411 Email: elc@adelaide.edu.au
	Academic English PEP Pathway (Pre-Enrolment English Program) students	
Not Currently Enrolled	Undergraduate or postgraduate coursework students who are yet to enrol at the University of Adelaide (this includes University of Adelaide College and Eynesbury College students who are due to transfer to their Bachelor program)	International Admissions In person: Hub Central, Information Services, North Terrace Campus By mail: International Admissions , The University of Adelaide, Adelaide 5005 Phone: +61 8 8313 4072, Fax: +61 8 8313 3988 Email: accept@adelaide.edu.au
University of Adelaide	(Within first 6 months of study) in an undergraduate or postgraduate coursework degree BEFORE census date	
	(Within first 6 months of study) in an undergraduate or postgraduate coursework degree AFTER census date	International Student Support (ISS) Level 6, Hughes Building, North Terrace Campus Phone: +61 8 8313 4828 Email: iss@adelaide.edu.au
	Higher Degree by Research students who are yet to enrol at the University of Adelaide	Adelaide Graduate Centre Level 10, Schulz Building, North Terrace Campus Phone +61 8 8313 5882 Email: agc.international@adelaide.edu.au
	Higher Degree by Research students who are currently enrolled	Adelaide Graduate Centre Level 10, Schulz Building, North Terrace Campus Phone +61 8 8313 5882 Email: agc.international@adelaide.edu.au