

STUDENT REQUEST FOR RELEASE



Curtin University

FOR INTERNATIONAL STUDENTS ON STUDENT VISAS ONLY.

- If you are undertaking English studies with Curtin English please submit this request to Curtin English.
- If you are a new to Curtin student and have not commenced study in your main course please submit this request to Curtin International.
- If you have commenced your course and completed less than six months of your course please submit this request to Student Services building 101, level 2 or IO-Visa@curtin.edu.au

PERSONAL DETAILS

Student Name:

Student ID:

Mailing
Address
(Australia)
Number and
Street

City

State

Postcode

Home Phone
in Australia:

Mobile Phone:

SUMMARY OF REQUEST TO CHANGE YOUR PROVIDER

PLEASE INDICATE WHICH SUPPORTING DOCUMENTATION IS ATTACHED

(Please refer to the table on page 3 for required documentation)

Statement detailing reason for requesting release

Valid offer letter from other provider

Letter of support from sponsor (if applicable)

If under 18, letter of support from student's parent/guardian and/or written confirmation from proposed provider that they accept responsibility for approving the student's accommodation and general welfare arrangements.

Other*:

*may include a statement of support from a Curtin support service including academic advisor

DECLARATION

I, , hereby confirm that I have requested a release from Curtin as my provider for the reasons stated in the attached documentation. I acknowledge that I have read and understood the requirements of this request. I agree to keep to all Curtin policies in regards to this change, including the Curtin International Student Refund Agreement, as seen at fees.curtin.edu.au/refunds.cfm and to maintain my enrolment whilst this request is being considered.

Student Signature:

Date:

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Date request received:

REQUIREMENTS CHECKLIST

YES / NO Has student completed six months at Curtin?

YES / NO Has the student been interviewed by a Curtin International/Student Central staff member?

YES / NO Has the student been interviewed by Curtin counselling and support services/academic advisor?

YES / NO Has the Student Services Interview Record been attached? Is this from FSSO?

YES / NO Has the student provided a valid offer letter from another institution?

YES / NO Is the student under 18? Letter of support from parent / guardian / carer if under 18?

YES / NO Is the student sponsored? (Have ISSU been advised of the request?)

YES / NO Has the sponsor been advised?

YES / NO Has the sponsor approved the new program in writing?

YES / NO Does student have any current outstanding debt with Curtin University?

Date response required
(10 working days from
request lodgement):

Release granted:

 YES NO

Reason for decision

Date student informed
of decision:

Authorised staff member:

Signature:

Date:

ADMINISTRATION CHECKLIST

YES / NO Satisfactory Academic Record (if applicable)

YES / NO Is the student a package student?

YES / NO Has the relevant documentation been sighted and retained for the student's file?

YES / NO Has the student's record been amended on Student One? (if applicable)

YES / NO Has a PRISMS variation been submitted? (if applicable)

YES / NO Has the eCoE been cancelled? (if applicable)

STUDENT GUIDELINES FOR REQUESTING A LETTER OF RELEASE

If you are planning to transfer to a different provider and have completed less than six months of your principal course of study you will require a letter of release from Curtin University.

To request a letter of release you must have a letter of offer from the provider you wish to transfer to along with supporting documentation as per the table below.

A letter of release may be granted when:	Supporting documentation required from the student
Student does not meet the entry requirements of the degree program after completing any preparatory program.	Results from the pathway provider or language assessment centre.
Curtin is unable to provide the course as provided.	No documents required from the student.
Course of study is not consistent with the documented course requested on their application.	No documents required from the student.
Government sponsor advises transfer to be in the best of interest of the student.	Written authorised support for transfer from Government sponsor.
Student not coping in the program and has accessed support from the support services available and academic performance has not improved.	Letter from support services e.g. Academic Counsellor, Student Wellbeing Advisor, Course Coordinator (please see overleaf).
Where a student has compassionate or compelling circumstances that suggest transferring to another provider is in the student's best interest.	Letter from support services e.g. Academic Counsellor, Student Wellbeing Advisor, Course Coordinator (please see overleaf).

A letter of release may not be granted when:

- Student does not have a valid offer from a CRICOS registered provider.
- Government sponsor has not provided written authorisation for the transfer.
- Written approval of transfer not provided or agreed to by the under 18 year old legal guardian or parent. If not being cared for by a parent or legal guardian the new provider will not accept responsibility for approving the student's accommodation, support and general welfare arrangements.
- Student has changed their mind. Students are able to apply to transfer to other courses within Curtin, but will not be granted a release to enrol with another provider on the basis of change of mind.
- Student has not exhausted the full range of academic and support services available at Curtin for academic or personal issues.
- Where a student wants to transfer provider based on location and compassionate grounds cannot be demonstrated.
- Transfer to another provider to study essentially the same course offered by Curtin.
- Change of course may be considered detrimental to the student e.g. not demonstrated educational progression to a higher level program within the student's academic discipline.
- Request to downgrade to a qualification or another field of study not offered by Curtin for reasons unrelated to the student's academic ability.
- Claims of financial hardship or transferring to a provider with lower tuition fees.
- The student has a tuition fee or other debt to Curtin University.
- A request is made where a student has not commenced study or has been enrolled less than 6 weeks of a course beginning. Curtin may consider that the student needs time to settle in to the course and time to access and benefit from student support services.
- Where a student does not meet the entry requirements for the course with the new provider.
- A transfer may jeopardise a student's progression through a package of courses.
- Where Curtin forms the view that the student is deliberately trying to manipulate the Australian student visa system.
- Where Curtin forms the view that the student is deliberately trying to avoid being reported to Department of Immigration and Border Protection (DIBP) for failure to meet Curtin academic progress requirements.

Curtin reserves the right to take into consideration other factors, including individual circumstances of a student, which may not have been specified above.

SUPPORT SERVICES

Prior to lodging a request for a Letter of Release you may wish to contact the following support services to assist your with your studies:

Course Coordinator/Unit Controller - http://students.curtin.edu.au/contact_offices.cfm

Student Wellbeing Advisors - 1800 244 043 or studentwellbeing@curtin.edu.au

http://unilife.curtin.edu.au/health_wellbeing/student_wellbeing_service.htm

University Counselling Services - 08 9266 7850 or 1800 651 878 <http://counselling.curtin.edu.au/>

Student Guild Student Assist Office - 08 9266 2900 or 1800 063 865 - reception@guild.curtin.edu.au or <http://www.guild.curtin.edu.au/>