

# Application for Letter of Release

This form only applies to international students who have applied to study at another CRICOS registered provider within the first six months of their principal course at Institute of Skills and Training Australia and seek to be released from Institute of Skills and Training Australia to do so in accordance with Standard 7 of the National Code of Practice 2018. It should be read in conjunction with the following policies:

- International Student Transfer between Registered Providers
- Deferral, Suspension & Cancellation of Enrolment Policy
- Course Fee and Refund Policy
- Complaints & Appeals Policies

International students should not accept an offer at another provider unless Institute of Skills and Training Australia has agreed to issue a Letter of Release. For more information, please visit the Department of Home Affairs (DHA) website at:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing>

## The Application Process

An international student wishing to transfer from Institute of Skills and Training Australia to another CRICOS registered provider, prior to having completed six months of their course of study at Institute of Skills and Training Australia, must submit this **Application for a Letter of Release** and attach the following supporting documentation:

- a copy of the letter of offer from the registered provider to which they wish to transfer.

Institute of Skills and Training Australia will only consider an application complete for assessment if it has been signed and the above documentation attached. We will assess and respond to all completed applications within ten (10) working days. A copy of the application and the decision there of will be kept on the student record.

## Grounds for Approval of the Application Request

Institute of Skills and Training Australia will provide a letter of release, at no cost to the international student, on one or more of the following grounds:

- a) Institute of Skills and Training Australia is no longer able to provide the course of study in which the student is due to commence or has enrolled.
- b) The student is unable to complete the course of study due to compassionate circumstances i.e. emotional or financial hardship, welfare or personal safety.
- c) The student has justifiable claims that their reasonable expectations of the course of study are not being met.
- d) The course is academically unsuitable for the student and does not meet their educational or developmental needs.
- e) there is evidence that the student was misled by the registered provider or an education or migration agent regarding Institute of Skills and Training Australia or its course and the course is therefore unsuitable to their needs and/or study objectives.
- f) The Government sponsor of a student considers the change to be in the student's best interest and has provided written support for that change.

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## Grounds for Refusal of the Application Request

Institute of Skills and Training Australia will refuse a letter of release on one or more of the following grounds:

- a) the student changed their mind about the course and/or studying at Institute of Skills and Training Australia.
- b) the student is downgrading to a qualification not offered at Institute of Skills and Training Australia for reasons other than academic ability.
- c) the student wants to live somewhere else (unless there are compassionate grounds)
- d) the student has unpaid tuition fees (or other charges)
- e) the transfer would be detrimental to the student's ability to complete the requirements of the new course of study.
- f) the Government sponsor of a student considers the change not to be in the student's best interest and will not provide written support for the change.

## Lodging the Application Form

An **Application for a Letter of Release** can be accessed from the student resources section of Institute of Skills and Training Australia website. Completed applications should be lodged with the Institute of Skills and Training Australia administration staff.

## Assessment & Notification of Outcome

On receipt of a Letter of Release, it is the responsibility of the student to formally withdraw their enrolment from their course of study at Institute of Skills and Training Australia by lodging a **Student Withdrawal/Deferral Form**, which can be found at the

Student Resources section of the Institute of Skills and Training Australia website. An application to cancel enrolment will be processed without academic or financial penalty when submitted in accordance with the college Deferment, Suspension & Cancellation Policy and Course Fees and Payments Policy. No changes will be made to the student's enrolment without receipt of the student's formal application to cancel their enrolment via a **Student Withdrawal/Deferral Form**.

Students who wish to appeal the college decision to refuse a release must do so within twenty working days from the deemed receipt of the notification letter. The appeal must be submitted in writing using the **Application for an Appeal or Complaints form**. Students should refer to the college **Complaints & Appeals Policy for Non-Academic Matters** on how to lodge an appeal and details on how the case will be heard.

The student remains enrolled in their course of study as per the CoE and are bound by the college policies, ASQA Standards 2015, Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018 which governs enrolment at Institute of Skills and Training Australia and the visa issued by DHA to study and reside in Australia, until:

- a) having been granted release, the student formally withdraws; or
- b) having elected to appeal, the appeal process is completed.

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The student

should continue to attend classes and submit assessments to ensure satisfactory course progression and completion of the course of study at Institute of Skills and Training Australia within the expected timeframe. Failure to do so may incur academic and/or financial penalty and result in a breach of the conditions of visa which Institute of Skills and Training Australia will be required to report to DHA in accordance with Standards 8 and 9.

## Privacy Statement

Institute of Skills and Training Australia is committed to the protection of privacy in accordance with the *Privacy Act 1988*.

Institute of Skills and Training Australia collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Institute of Skills and Training Australia as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

## Application for Letter of Release

### Guidelines for submitting an 'Application for Letter of Release' form.

1. If successful, a Letter of Release will be provided within ten working days of receipt of your complete application.
2. Once a Letter of Release is received, it is the responsibility of the student to formally cancel their enrolment.
3. If refused, you will be notified in writing of the reasons for refusal and your rights to appeal the decision.
4. You should contact DHA to seek advice on whether a new student visa is required if you transfer.
5. You have the right to appeal. For information on how to appeal a decision, please refer to the **International Student Transfer between Registered Providers Policy** and **Complaints & Appeals Policy** in the Student Handbook.

*NOTE: this form only applies to **international students** who have applied to study at another provider within the first six months of their principal course at Institute of Skills and Training Australia and seek to be released from Institute of Skills and Training Australia to do so.*

### Personal Details

Student ID:

Title:

Given Name:

Family Name:

Address:

Email:

Contact Number:

Date of Birth:

### Course Transfer Details:

Course Name:

New Provider:

New Course of Study:

Expected  
Commencement Date  
of New Course:

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## Reasons for the Transfer:

## Student Declaration:

Please attached the following documentation:

- A copy of the Letter of Offer from the new provider to which you wish to transfer to

*Please note your application will not be deemed complete or assessed until this documentation is provided.*

*A completed application will be assessed in accordance with the **International Student Transfer between***

I declare that the information provided by me is true and correct. I have read and understood the information on this form and the **International Student Transfer between Registered Providers Policy** as published on the Institute of Skills and Training Australia website:

X

\_\_\_\_\_  
Student Signature

**Date:**

X

\_\_\_\_\_  
RTO Representative

**Date:**