

OFFICE USE ONLY: Officers initials   
Date   
CRICOS Provider Code 00002J



# APPLICATION FOR A LETTER OF RELEASE

## PERSONAL DETAILS

Family Name:

Given Names:

Student ID:  Contact Phone Number:

Gender: Male  Female  Date of Birth:

Course:

Current Postal - Address:

Suburb:  State:  Postcode:

Email Address:

Are you sponsored or receive a Government Loan? Yes  No

## PLEASE READ THE FOLLOWING

- This form is for International Students who are seeking release from Macquarie University. Complete all the sections and attach required documents. Incomplete applications will not be considered. Processing time is 15 working days.
- Note: Your application for release is not automatically approved. Release is not required if you have studied more than 6 months of your program at Macquarie. Please complete the 'Notice of Leaving Education Provider' form instead.
- If you have commenced your program at Macquarie and have not completed 6 months of study please book an appointment with your Student Adviser prior to withdrawing from your units.
- 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 read the information on the back of this form before submitting your application.

## PROVIDE THE FOLLOWING DOCUMENTS

- 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 certificate
- Attach a 'Notice of Leaving Education Provider' form.

Signature: X \_\_\_\_\_ Date:

Please return your completed form to Macquarie International (Building E3A Level 1) either in person at the Front Desk OR by fax to (02) 9850 7733 OR by email to [iss@mq.edu.au](mailto:iss@mq.edu.au) (must be scanned copy with a signature)

# 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.
- Once you submit the 'Notice of Leaving Education Provider' 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.

### OFFICE USE ONLY

Date application received:

Release approved

CoE cancelled

Release denied

Student notified


Staff name:

Signature:

Date: