

Request for Release Letter



INTERNATIONAL
Dandenong VIC 3175
Telephone +61 3 9212 5000
www.chisholm.vic.edu.au
CRICOS Provider Code 00881F

Please note that it is a condition of your student visa that you remain with your original education provider, Chisholm Institute, for the first six months of your principal course (Condition 8206). You must check the Department of Immigration Citizenship (DIAC) website: www.diac.gov.au before you apply. Chisholm will not automatically issue a Release Letter. Please refer to QMS 329 – International Student – Transfer between registered providers

Personal Details	
Chisholm ID	
Family name	
Given names	
E-mail id	

Current Course: _____	Course code			
Campus	<input type="checkbox"/> Cranbourne	<input type="checkbox"/> Dandenong	<input type="checkbox"/> Frankston	<input type="checkbox"/> Berwick

Reason for requesting Release Letter
Please specify details:

Please attach the following documents:

- A letter explaining your exceptional circumstances and supporting documents
- Letter of Offer from the new institute to which you are transferring
- Where the student is under 18;
Written confirmation that you parent or suitable nominated relative supports the transfer, and where you are not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept the responsibility and the date thereof for approving your accommodation, support and general welfare arrangements.

Declaration

I understand that my decision to transfer to another provider is final. I agree with the following conditions:

- My current Confirmation of Enrolment (eCOE) form will be cancelled, and
- The Department of Immigration and Citizenship (DIAC) will be informed of my course transfer.
- If I choose to return to Chisholm Institute, I understand that I will have to apply for the course/s again.

Signature _____

Date _____

----- Office use only -----

Release Approved <input type="checkbox"/>	Release Letter issued <input type="checkbox"/>	Rejected (student notified in writing) <input type="checkbox"/>
eCOE Cancelled <input type="checkbox"/>	ISP System Updated <input type="checkbox"/>	Teaching Department Notified <input type="checkbox"/>

INFORMATION FOR STUDENTS

Application for Release Letter and Transfer between Registered Providers

On arrival in Australia, Government regulations do not allow international students to transfer to other institutes until they have completed 6 months of their principal course. Where students have enrolled in both an ELICOS program and vocational / VCE course, they are required to complete the ELICOS program and the first six months of the vocational / VCE course at Chisholm Institute. Where students have enrolled in an educational package, the student must request for a Release letter from the relevant university / degree holder.

As an international student, if you have not yet completed six months of your principal course, no other education provider can accept your transfer unless you have a Release Letter from Chisholm Institute. The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.

Students wishing to apply for a Release Letter will need to complete the Request for Release Letter form available from the International Student Programs office, there is no cost attached to applying for a Release Letter, we recommend you also contact DIAC to seek advice on whether a new student visa is required. All applications will be assessed on the basis of Chisholm Institutes procedure set out in [QMS329 - International Students – Transfers Between Registered Providers](#).

Documented evidence supporting the circumstances and reasons for seeking a Release Letter must be included with the request for Release Letter.

Chisholm will not allow students to transfer to another provider within six months of their principal course for the following circumstances:

- The student's course progress will be significantly disadvantaged by transfer to another provider.
- Transfer to studies of a lower level unless it is assessed that the lower level is to the academic benefit of the student.
- Increased tuition fees, particularly in cases where tuition fees paid in advance to Chisholm Institute are not refundable.
- Chisholm believes the transfer to be detrimental to the student.
- Where Chisholm Institute is of the view that the student is avoiding being reported to DIAC for failure to meet attendance or academic progress requirements.
- The Request for Release Letter is received less than four weeks prior to the commencement of the semester for which the release is being sought.
- The student is applying for a course of study that is available at Chisholm Institute.
- If student is under 18 and there is no written evidence that the student's parent or suitable nominated relative supports the transfer, and / or there is no written confirmation that the new provider will accept responsibility (and the date thereof) for approving a student's accommodation, support and general welfare arrangements.
- Where the request is based on the location of accommodation and / or employment.

Homesickness is often experienced by International students upon arrival. Chisholm has qualified staff to assist students overcome homesickness. Please contact International Student Programs Office for further advice.

You will receive written notification of the outcome within 7 working days of providing the Request for Release Letter form and supporting documentation. Students wishing to appeal Chisholm Institute's decision by following the procedure - [QMS 519 – Complaints](#).

Chisholm Institute's website <http://www.chisholm.vic.edu.au/studentpolicies>

Any requests for refunds will be assessed in accordance to [QMS 327 – International Student – Fees and Refunds Policy for Students](#)