



Application for Letter of Release-International

IMPORTANT READ FIRST

Complete this form if:

You have studied at the University of Wollongong for less than 6 Months and you are seeking release from the University in order to enrol with another Education Provider, if you enrol at another institution prior to receiving your letter of release you will be in breach of your student visa.

A letter of release will only be granted if exceptional circumstances that prevent a student from completing 6 months study at the University of Wollongong can be demonstrated.

Please note:

Until your letter of release is granted you must continue your enrolment at the University of Wollongong.

Exceptional Circumstances are defined as circumstances that:

- Are beyond the control of the student
- Impact the student after acceptance of their offer
- Make it impractical for the student to complete 6 months of study at the University of Wollongong.

Exceptional circumstances may include:

Medical grounds: such as serious illness or injury, existing medical conditions or disability which impacts the student's ability to continue studying at the University.

Compassionate Grounds: a student may experience an unfortunate incident that makes it impossible for them to continue studying at the University.

Course Related Circumstances: This might include a situation where the University makes a change to a course that consequently disadvantages the student.

Government Sponsored Students: If the sponsoring authority considers a change of provider to be in the student's best interest and provides written support for the changes.

Supporting Documentation

In order for a Letter of Release application to be processed, students must submit relevant documentation. Documentation must be:

- Original or certified copy of the original documentation
- In English or a certified translation of the original documentation
- Must indicate the exact dates of the event or circumstances and how this has affected or will impact on the student.

All documentation should be submitted to Students Central, Building 17, within 7 days of the application being made.

Circumstances for which a letter of release will NOT be granted:

- Insufficient evidence of exceptional circumstances
- You have changed your mind about the degree you wish to study
- You live outside the local area or must travel to attend campus
- Work commitments

You do NOT need a letter of release if:

- You have been studying at the University of Wollongong for 6 months or more- complete a "Course Withdrawal – International" form via SOLS.
- You wish to return to your home country and do not wish to continue studying in Australia- Complete a 'Course Withdrawal – International' form Via SOLS
- You are not on a student visa

Please Note: Submission of this form has no bearing on your financial relationship with the University. It cannot be used to seek a refund, nor does submission of it entitle the student to a refund. If the student believes they meet the conditions of the University's Refund Policy, they will need to submit an "International Application for Refund of fees" available from the Forms website

<http://www.uow.edu.au/student/forms/UOW008135.html#Enrolment>



Application for Letter of Release- International

INSTRUCTIONS

Complete this form if you have **not yet enrolled** at the University of Wollongong and you are seeking release from the University to enrol with another Education Provider. If you have already enrolled at the University of Wollongong Please use the online application available in SOLS. If you do not wish to study in Australia or you have already completed 6 months (one session or two intakes) of study at the University, complete the "Course withdrawal - International" form via SOLS

Graduate School of medicine students must seek approval from the school before submitting the application. For more information on this process visit <http://www.uow.edu.au/student/international/withdraw/index.html>

PERSONAL DETAILS

Student Number:	First Name:	Last Name:
Course Code:	Course Name:	
Telephone number:	Email Address:	
Current Visa Type:	Visa Expiry Date:	

CURRENT POSTAL ADDRESS

Address			
Address			
City:	State:	Post Code:	Country (outside Australia)

REQUIRED INFORMATION AND DOCUMENTATION

Please note that submission of this form has no bearing on your financial relationship with the University. This form cannot be used to seek a refund, nor does submission of this form entitle you to a refund. If you believe you meet the conditions of the University's Fees Policy, you will need to submit an "Application for Refund of Fees-International" from available <http://www.uow.edu.au/student/forms/UOW008135.html#43International>

SUBMIT ALL DOCUMENTATION LISTED BELOW

- ☐ Attach a letter explaining why you are applying for a Letter of Release and detailing your exceptional circumstances. Your letter must be typed and include your full name and student number.
- ☐ Attach copies of supporting documentation regarding your exceptional circumstances, e.g medical certificates.
- ☐ Attach a copy of your unconditional offer letter from the institution you wish to transfer to.

Return completed application and attached documentation to Student Central- Building 17.

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form. Declare that the information I have provided is true and correct. I understand that the submission of this form has no bearing on my financial relationship with the University of Wollongong.

Student Signature:	Date:								
<table border="1"> <tr> <th>Contact Student Central:</th> <th>Office Use Only</th> <th>Date Received</th> <th>Date Processed</th> </tr> <tr> <td> Building 17, Ground Floor, Northfields Ave, NSW 2522 Ph: 4221 3927 Fax: 4221 4322 Email: askuow@uow.edu.au </td> <td colspan="3"></td> </tr> </table>	Contact Student Central:	Office Use Only	Date Received	Date Processed	Building 17, Ground Floor, Northfields Ave, NSW 2522 Ph: 4221 3927 Fax: 4221 4322 Email: askuow@uow.edu.au				
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