

Application for Release (to study at another provider)

International students on a student visa who have not completed the first six months of their principal course at Australian Professional Skills Institute must seek approvals if they wish to enrol at another education provider. The request will be formally assessed as per this **International Student Transfer and Release Policy** in accordance with the National Code 2018.

Students do not require a release letter under the National Code 2018 once they have completed six calendar months of their principal course. The six calendar months are calculated from the first day of the principal course. The principal course is usually the final course of study that you will undertake. For example, if your course is packaged with Edith Cowan University, the Bachelor Degree program is your principal course and you should seek release from ECU.

Students seeking release should refer to the website of Department of Home Affairs on Changing Courses for more information.

How to apply for a release:

1. Complete this application form and email the signed form and all supporting documents to service@apsi.edu.au
2. Provide a copy of the new provider's offer letter and any other supporting documentation
3. Students under the age of 18 should also provide the following:
 - Written confirmation that the student's parent or legal guardian supports the transfer; and
 - Where the student is not being cared for in Australia by a parent or suitable nominated (blood) relative, the valid enrolment offer also confirms that the receiving provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements, and to ensure that there is no gap in the welfare arrangements as per **Standard 5 of the National Code 2018**.

Refusals

Australian Professional Skills Institute will not grant release in the following circumstances:

1. Change of mind: students are able to apply for a transfer to other courses offered by APSI, but will not be granted a release to enrol with another provider on the basis of change of mind;
2. If the student applies to transfer from an APSI course/package to a lower AQF level course;
3. If the student has not exhausted access to APSI's support services for assistance with study or personal issues;
4. Claims of financial hardship or transferring to another provider with lower tuition fees;
5. Accommodation difficulties – distance, transport and/or living arrangement;
6. If the request is considered detrimental to the student's well-being; or
7. If the student is under academic or non-academic sanctions.

Students who are refused have the right to appeal in accordance with the **Complaints Grievances and Appeals Policies and Procedures** within 10 working days of the refusal notification.

Approvals

Release will normally be granted on the basis of the following criteria:

1. Australian Professional Skills Institute is not being able to provide a course;
2. The student not being able to proceed in their course due to not meeting the prerequisite(s) and the student can demonstrate that they have exhausted APSI's support services to address these issues;
3. The student's enrolment is terminated due to unsatisfactory course progress or non-payment of fees and will be reported to Department of Home Affairs for non-compliance;
4. The student has a compassionate or compelling circumstances and there is evidence to support the claim;
5. There is evidence that the student's reasonable expectations about their current course are not being met;
6. There is evidence that the student was misled by an APSI authorised education agent regarding its course and the course is therefore unsuitable to their needs and/or study objectives;
7. An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

SECTION A – Personal Details

APSI Student ID Number	Given Name(s)	
	Family Name	
Enrolled Course Name at APSI		Commencement Date

Did you apply through an APSI authorised agent? Yes No **Name of Agent (if yes):**

Are you an International Student on a student visa? Yes No (if no, a release letter is not required)

Are you under 18 years of age: Yes No (if yes, written consent from your parent or legal guardian must be attached with this application)

SECTION B – Reason/s for Applying for Release Letter

Failed to meet academic and/or English language entry requirement conditions into the course and have exhausted all APSI's support services (please attach documentary evidence)

Offer of a place of study has been withdrawn by APSI

Compassionate or compelling circumstances (Please specify the circumstances and attach documentary evidence):

Other (please specify and attach documentary evidence):

SECTION C – Transfer Institution Details (Letter of Offer must be attached)

Please provide details of the course and institution you are transferring to. You must attach a copy of the new offer letter with this application

Name of Institution	Course	Expected Commencement Date

SECTION D – Student Declaration

I have attached: Letter of Offer from the transfer institution
 Documentary evidence to support my application
 Written consent from my legal guardian or government sponsor (if applicable)

Please note that your application will not be processed until all required documentation is provided.

I have read and understood APSI's **International Student Transfer and Release Policy** (apsi.edu.au/download/8754). I understand that it may take up to 5 workingdays to process my request; provided all relevant documents have been submitted. I authorise APSI to contact the transfer institution and/or my agent to verify the attached Letter of Offer and I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the outcome of the release application.

Student Signature	Date
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*For electronic submission, you must type your full name in the above student signature box. Typing your full name is considered as your formal signature on the Student Declaration.

Email the signed form to service@apsi.edu.au