



This form only applies to students on a student visa who have applied to study at another institution within the first 6 months of their principal course at Monash University and seek to be released from Monash University.

Important Information

Monash University will issue the release where it is satisfied that:

- A course is academically unsuitable for the student (e.g. the student is better suited to a different learning environment or the course does not meet his/her educational development needs or the student is unable to achieve satisfactory course progress at the level they are studying).
- Compassionate or compelling reasons for the transfer exist.
- The course as outlined in the written agreement has not been delivered
- The student provides evidence that his or her reasonable expectations about the course are not being met.
- The student provides evidence of being misled by Monash University or Monash College or by an education or migration agent regarding the provider or the course and the course is therefore unsuitable.
- An appeal on another matter results in a recommendation or decision to release the student.

Note

- There may be visa implications when students on Student Visa transfer to another education provider.
- Monash will not release students to a provider that is not CRICOS registered.
- Students who intend to study with an education provider that is not participating in the streamlined visa processing arrangements may no longer meet the criteria for which their visa was granted and may be considered for visa cancellation.
- Students will generally need to apply for a new student visa when transferring their main course of study to a lower Australian Qualification Framework (AQF) level course or a non-AQF level course, e.g. Bachelor degree (AQF Level 7) to Diploma (AQF Level 5).
- Students on Student Visa should not accept an offer at another institution unless Monash University has agreed to issue the release.
- Students need to consult with their relevant course/study advisor about their intention to be released by Monash prior to submitting Application for Release. This is to ensure all available options and implications of requesting release have been considered.
- Students must not discontinue from the course prior to being notified of the release.
- For information about immigration requirements for changing courses or institutions, see <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

Supporting documentation

Applications for a release will only be considered if you attach supporting documentation

- Offer letter from another provider; and
- Statement of reasons why you are seeking release and other documentation explaining reasons for release request; *If under the age of 18*, a copy of written approval from a parent or legal guardian supporting the transfer, and where the student is not being cared for in Australia by a parent or suitable nominated relative, the receiving provider will accept responsibility for approving accommodation and welfare arrangements.
- Government sponsor has provided written support for the change (when applicable).

Decision Process

Once all required documents are received, the application will be assessed and responded to within 10 working days. If your application for a release is refused, we will provide you with the reason and the process for appeal

Incomplete applications or lack of supporting documentation may lead to rejection.

CURRENT MONASH COLLEGE STUDENTS:

To be released you must lodge the release request and formally discontinue your Monash College course if you wish to accept an offer at another institution. Discontinuation forms are available here: <https://www.monashcollege.edu.au/about-us/policies-procedures/forms>

Submit your release and discontinuation application along with supporting documents to

Student Administration

Email: student.admin@monashcollege.edu.au

NON-CURRENT MONASH COLLEGE STUDENTS:

Students who are no longer enrolled in a Monash College course will need to submit their release request directly to Central Admissions at mu.documents@monash.edu

CURRENT MONASH UNIVERSITY STUDENTS:

Discontinuation

Upon notification of the release, it's your responsibility to formally discontinue from your Monash course if you wish to accept an offer at another institution. To discontinue, you must complete an Application for Course Discontinuation

Closing dates for discontinuation (current Monash students only)

Applications for discontinuation of course without academic penalty must be submitted before the census date. Refer to <https://www.monash.edu/students/admin/enrolments/dates/census>

If release is granted, please check the following website for the financial implications of withdrawing from a course and eligibility for a refund: www.monash.edu/students/admin/fees/policy.

Submitting your application

If you have not yet started your course at Monash University, you will need to submit your application form to: Central Admissions by email to: mu.documents@monash.edu

If you have commenced your course at Monash University, you will need to submit your application online at <https://forms.monash.edu/release-letters>

Privacy Statement

The information on this form is collected for the purposes of assessing your application for a release letter. If you do not complete all questions on this form, it may not be possible for the application to be assessed by your enrolled faculty. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@adm.monash.edu.au.

Application for Release – International Students

Note: This form only applies to students on a student visa who have applied to study at another institution within the first 6 months of their principal course at Monash University and require a Release from Monash University

Section A - Personal Details:

Student ID Number:

Family Name:

Given Names:

Mobile:

Monash Email:

If you are under the age of 18, please attach written approval from parent or legal guardian supporting the transfer.

Course Code:

Course Title:

Section B - Transfer Details:

(Please attach letter of offer)

Please provide details of the course and institution at which you have been offered a place.

Course:

Expected Commencement:

Institution:

CRICOS Provider Code:

Section C - Reasons for applying for Release:

(Please attach supporting documentation)

Please select reason for applying:

- ☐ Course academically unsuitable or unable to achieve satisfactory progress at current course level; or
- ☐ Compelling and/or Compassionate grounds; or
- ☐ Course outlined in written agreement has not been delivered; or
- ☐ Reasonable expectations about the course are not being met; or
- ☐ Misled by Monash University, Monash College or an education agent or migration agent regarding the course; or
- ☐ An appeal on another matter results in a recommendation or decision to release the student

Section D - Student Declaration:

Have you attached?	Letter of Offer:	Yes	No
	Supporting Documentation:	Yes	No
	Letter from Parent or Legal Guardian (if under age 18):	Yes	No

If no, please note that your application will not be assessed until documentation is provided.

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

Signed:

Date:

Office Use Only

Application received __ / __ / __

Application sent for approval (Admissions/Faculty) __ / __ / __

- ☐ Approved
- ☐ Not Approved (Please provide reason)

Staff Member Name: _____ Signature: _____ Date: _____

- ☐ ESOS notes and outcome recorded in Callista (Admissions/Faculty)

Application outcome processing (Admissions/Monash Connect)

- ☐ Notification email sent to student
- ☐ Record release approval in PRISMS
- ☐ Record release refusal in PRISMS (20 days after notification email was sent to student)