



APPLICATION FOR RELEASE

Received Student Business Centre

INSTRUCTIONS – PLEASE READ BEFORE PROCEEDING

1. You must read [TLR 3.13 Overseas Student Transfer Policy](#) prior to completing and lodging this form.
2. This form is to be completed by International Students wishing to transfer to another institution prior to completion of 6 calendar months of study of their principal program. You do not need a Release if you have been studying at Bond University for more than 6 months in your principal program.
3. There are limited circumstances when a release may be granted, please refer to the [2018 National Code](#). You must provide documentary evidence to support your Release application.
4. Bond University will issue you with an outcome for your request for Release within 10 working days of receipt of your application subject to all documentation being provided. The outcome will be emailed to your student account.
5. If the Release is approved and granted, you will be withdrawn from study at Bond.
6. You are strongly recommended to present to the Immigration Section of the [Department of Home Affairs](#) for advice regarding your student visa.

STUDENT DETAILS

STUDENT NUMBER							FAMILY NAME			GIVEN NAMES		
CURRENT ENROLLED DEGREE PROGRAM									SEMESTER			
EMAIL ADDRESS						CONTACT PHONE NUMBER						

TRANSFER INSTITUTION DETAILS

Name of transfer institution					
Program to be studied at transfer institution					
Date study commences at transfer institution					

REASONS FOR TRANSFER

<input type="checkbox"/>	Academic grounds	<input type="checkbox"/>	Compassionate and compelling reasons
<input type="checkbox"/>	Did not meet English entry requirements	<input type="checkbox"/>	Sponsorship requirements

CONDITIONS OF RELEASE - YOU ARE REQUIRED TO:

<input type="checkbox"/>	Complete a signed Application for Release form and submit to the Student Business Centre.
<input type="checkbox"/>	Provide documentary evidence to support your Application (a Release will not be granted without supporting documentation).
<input type="checkbox"/>	Attach a copy of the Offer Letter from the institution to which you are transferring.
<input type="checkbox"/>	If you are a sponsored student, you must provide written approval from your sponsor .
<input type="checkbox"/>	If you are under 18 years of age , provide written approval from your parent or legal guardian and, if applicable, the new institution's offer letter confirming suitable welfare arrangements.
<input type="checkbox"/>	Provide evidence if you have not met English language requirements (if applicable).

STUDENTS DECLARATION

By signing below:

- I declare that I have read the [TLR 3.13 Overseas Student Transfer Policy](#).
- I declare that the information provided on this application and supporting documentation is true and correct.
- I agree with the conditions of release set out in this application.
- I agree to Bond University processing my withdrawal from study should this application be approved and the release granted.

STUDENT SIGNATURE

DATE

STUDENT BUSINESS CENTRE USE ONLY

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	NOT APPROVED
SIGNATURE		NAME	
ROLE			

REASON FOR DECISION:

Bond University (BU) may collect personal information about you, including the information on this form. BU collects this information for the purpose of providing services to you and facilitating BU's internal business operations, including the fulfilment of any legal requirements. If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to provide you with the services you are seeking. You may access the personal information BU holds about you in accordance with BU's privacy policy at bond.edu.au/privacy

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