Release Request Form (International Education)

This Release Request Form should be completed when an international student is changing providers in circumstances where:

* 6 months of the principal course of study has not been completed (the principal course is defined as the highest qualification in a package of courses); and
* a release has been requested by your new provider.

Releases will only be approved under compassionate or compelling circumstances that concern the student's well-being. Compassionate or compelling circumstances refer to unexpected changes beyond the student's control that affect their plans for on-campus study in Australia.

Notification of the decision will be provided in writing within 14 days of receipt of this request. All requests must be supported by documentary evidence.

# Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Current Course Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |
| **Please explain why you want to be released from your course in TasTAFE:** |

# Section 3 – Transfer Details

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

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| **New Education Provider Name:** |
| **New Course Name:** |
| **Expected course commencement date (DD/MM/YYY):** |

# Section 4 – Supporting Documents

Please ensure that you have provided the following relevant documents with this request:

* Copy of Letter of Offer from another provider.
* Any relevant supporting documentation

# Section 5 – Student Declaration

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your transfer between registered providers. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

|  |
| --- |
| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 6 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TasTAFE International Delegated Officer** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

## Compelling or Compassionate Circumstances

The following circumstances typically **do not** qualify as meeting compassionate or compelling criteria:

* Outstanding fees owed by the student.
* The student being involved in a complaints and resolution process due to unsatisfactory progress or failure to meet course attendance requirements.
* Lack of genuine engagement by the international student in their studies or with any intervention strategy.
* Instances where the student has caused significant damage to TasTAFE property.
* The student is being under investigation by law enforcement.
* Breach of student visa condition(s) resulting in a report on PRISMS.
* The transfer posing a risk to the student's progression through a package of courses.
* TasTAFE has not received a valid Letter of Offer from another provider.
* TasTAFE considers the transfer to be detrimental to the student.
* The request for transfer being based on a change of course that is also available at TasTAFE.
* The commencement date specified in Letter of Offer from the transferring provider having passed.
* The student has simply changed their mind.
* The student lives a long distance away from the school.
* Limited evidence of the student accessing TasTAFE’s support services or academic resources.
* Suspicions by TasTAFE that the student is attempting to avoid being reported to the Australian Government for non-compliance with the pathway provider’s academic progression rules.
* The student encountering difficulties in adjusting to life in Tasmania and the academic demands at TasTAFE without fully exploring all available student support services.

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