

Request for Letter of Release Form

To be completed by students who are seeking to transfer from UTA Institute of Technology (MCOHB) to another registered provider either before or after they have completed the first six months of their principal course.

(incomplete forms are not accepted)

If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to admin@MCOHB.edu.au otherwise we may not be able to contact you with important information.

A student is not permitted to transfer providers until they have completed the first six months of the principal course, except in certain limited circumstances. The principal course is the final course in a “package” of courses included on the student’s visa, usually the highest qualification. Data from PRISMS, which collects information on provider and student details and compliance with the ESOS legislation and visa requirements, shows that at the time of visa grant, students in packaged courses need to study for an average of approximately 500 days before being eligible to transfer without needing a release letter.

If a student wishes to transfer to another provider prior to completing six months of the principal course, the student must request a letter of release from the provider. MCOHB assess the application for transfer based on its implemented policy and procedure, which is available to staff and students, and either:

Exceptions to the need for a student to request a transfer are:

- in the case of provider default;
- where the provider has had a sanction imposed on its registration that prevents the student from continuing his or her course; or
- a home government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.

A student’s request for a letter of release is only considered if the student attaches with this application a copy of a valid letter of offer from another registered provider. Additional supporting documentation is required for your application to be finalized.

Applications for a letter of release will be considered by the Director of Studies or their delegate and responded to within 10 working days of being received by MCOHB.

A letter of release may be granted in accordance with the Student Transfer policy and procedure (available on MCOHB’s website).

A letter of release will **NOT** be granted if the transfer is to the detriment of the student and relates to the following situations:

- a. The student did not submit enough documental evidence to support reasons or claims in the application for letter of release; or
- b. The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
- c. The proposed transfer will be detrimental to the student's progression through a package of courses/ future study plans; or
- d. The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student; or
- e. The student has unsatisfactory academic progress and is in the intervention process; or
- f. The student has unsatisfactory behavior (i.e. nonpayment of tuition fees) and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Home Affairs; or
- g. The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.
- h. If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights to appeal using MCOHB's complaints and appeals procedure. (Refer Student Transfer Policy for more details. This policy is available on MCOHB's website)
- i. Students must attend classes during this application process.
- j. An application for refund cannot be submitted at the same time with the letter of release application. This refund application might be submitted once the student has been granted the letter of release, in this case the refund calculation will be based on the date the student was granted the letter of release.

Applicant Details

Student ID: _____ Date of Birth: _____

Family Name (as per enrolment registration): _____

Given Name (as per enrolment registration): _____

Course Details

Course Code: _____ Course Title/Name: _____

Original Start Date:(as per CoE/offer letter) _____ Requested New Start Date: _____

Total weeks of original enrolled course: _____

Total weeks before completion of current enrolled course: _____

Reason for Request to Transfer

- MCOHB is unable to continue to provide the current course.
- The course the student wishes to transfer to better meets the study capabilities or the long term goals of the student.
- To have access to greater support (through services offered by another provider or through access to family, friends and cultural support network).
- The student can demonstrate or prove they are experiencing personal difficulty or educational problems that MCOHB cannot address with its resources.
- The current course of study is clearly not consistent with documented course requested for on the student's application and CoE.
- The student can prove that they were misled by the provider or an education or migration agent regarding MCOHB or its course
- Serious illness or death of a close family member (that led to a permanent change in the student's circumstances causing the enrolment inappropriate to continue)
- Other, please specify: _____

Please outline the reasons/circumstances for seeking the request:

Do you have evidence to support the reasons/circumstances outlined? YES NO

If Yes, please indicate type of evidence and attach:

Student Declaration

I declare that the above information is true and correct. I acknowledge that withholding information or providing incorrect information may delay processing of the application and breach my Visa conditions.

I further understand that failure to comply with the information stated above will result in an unsuccessful outcome. I confirm that I have received a copy of this application form. I further confirm that I understand a letter of release application does not remove the institute’s right to cancel my enrolment (where I received sufficient time to submit a complaint and/ or appeal). The processing of this application and the cancellation of enrolment will take place in regard to whichever comes first.

Student Signature:

Date:

If approved MCOHB will report the changes to your existing enrolment to the Department of Home Affairs via PRISMS within 31 working days. If you require more information as to how this action may affect your visa, contact the Department of Home Affairs via their website.

Checklist of items to be changed before application is approved

You may need to apply to extend your student visa within four months of your current visa expiring. It is important to always be aware of the expiry date of your visa, and that you must apply for a new visa before your current visa expires.

MCOHB encourages all students to apply for a new visa onshore, i.e. in Australia. Applying offshore may result in delays and prevent you from returning to Australia in time to recommence your studies.

A student visa application can be lodged online via your Immi Account. Further information about applying for a new student visa can be found on the Department of Home Affairs' (Immigration & Citizenship) website.

FOR OFFICE USE

Approver must be the CEO, Director of Studies and operations or their delegate

Date application received:

Application approved: YES NO

Approver Signature: Approver Name:

Approver position:

If NO why not:

Finance check and approval: YES NO Date:

SMS updated YES NO Date updated:

Admin officer Name:

PRISMS updated YES NO Date updated:

Admin officer Name:

Students education agent notified: YES NO Date