**Application for Release Letter – International Students**

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 letter 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

- Compassionate or compelling reasons for the transfer exist. This means there are family, medical or ‘well-being’ reasons for supporting a transfer (compassionate reasons). Or there are circumstances that are generally beyond the control of the student which affect their course progress or well-being (compelling reasons).

International Students should not accept an offer at another institution unless Monash University has agreed to issue the release letter.

Monash will not release students to a provider that is not CRICOS registered. If you intend to study with an education provider that is not participating in the streamlined visa processing arrangements, you may no longer meet the criteria for which your visa was granted and may be considered for visa cancellation.

For information about immigration requirements for changing courses or institutions, see: [http://www.immi.gov.au/Study/Pages/changing-courses.aspx](http://www.immi.gov.au/Study/Pages/changing-courses.aspx)

**Decision Process**

Once all required documents are submitted, a decision will be made within the next 10 working days. If your application for a release letter is refused, we will provide you the reason for refusal and the procedure for appeal.

**Supporting Documentation**

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

- Offer letter from another provider; and
- Statement of reasons why you are seeking release or 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

**Discontinuation (Current Monash Students Only)**

Upon receipt of the Release Letter, it is your responsibility to formally discontinue from your Monash course if you wish to accept an offer at another institution. To discontinue from a course, you must complete an [Application for course discontinuation](#) form and submit it to your Faculty Office for processing.

**Closing dates for Discontinuation (Current Monash Students Only)**

Applications for Discontinuation of Course without academic penalty must be submitted by:

- Semester 1, 31 March
- Semester 2, 31 August
- Full year, 30 April

Please check the following website for the financial implications of withdrawing from a course: [http://www.monash.edu.au/fees/resources/policy/refunds.html](http://www.monash.edu.au/fees/resources/policy/refunds.html)

**Lodgement of applications**

If you have not yet commenced your course at Monash University you will need to submit your application form to: Central Admissions

Monash Connect, Clayton Campus
21 Chancellors Walk, Campus Centre
Monash University VIC 3800

or you may submit by email to: [mu.documents@monash.edu](mailto:mu.documents@monash.edu)

If you have commenced your course at Monash you will need to submit your application to Monash Connect on your campus: [http://www.monash.edu.au/connect/](http://www.monash.edu.au/connect/)

**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](mailto:privacyofficer@adm.monash.edu.au).
**Application for Release Letter – 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 letter from Monash University.

### Section A - Personal Details:

Student ID Number: 

Family name:  

Given Names:  

Telephone (BH):  

Monash Email:  

Are you under the age of 18?  

- [ ] Yes  
- [ ] No  

(if yes, please attach a copy of written approval from a 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:  

Campus:  

### Section C - Reasons for applying for Release:

(Please attach supporting documentation)

Please select reason for applying:  

- [ ] Course Academically Unsuitable  
- [ ] Compelling and/or Compassionate grounds

### Section D - Student Declaration:

Have you attached?  

- Letter of Offer:  
  - [ ] Yes  
  - [ ] No  

- Supporting documentation:  
  - [ ] Yes  
  - [ ] No  

Letter from Parent of 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:  

### Section E – Faculty / Admissions Approval:

- [ ] Approved  

- [ ] Not Approved (please provide reasons)  

- [ ] ESOS notes (Callista) updated  

- [ ] Monash Connect advised  

Nominated Staff Member Name:  

Signature:  

Date:  

### Section F – Monash Connect / Admissions:

- [ ] Application sent to Faculty  

- [ ] Reminder Sent to Faculty  

- [ ] Approval Letter Provided  

- [ ] Refusal Letter Provided  

Nominated Staff Member Name:  

Comments: