

## REQUEST TO RELEASE (FOR COURSE WITHDRAWAL OR TRANSFER OF INTERNATIONAL STUDENT)

This form is to be completed if you are an International Student and are notifying of intention to transfer to another education provider. Students are required to meet with the Program/Academic staff and Student Administration in the first instance to discuss their intentions. Depending on what date you submit this Request to Release, you may be liable financially and academically. Refer to the Withdrawal/Deferral policy and or Student Transfers policy available on the website or Student Administration.

### Student Details

Student No:

Given Name:

Family Name:

Email:

Phone:

Australian Address:

State:

Postcode:

Course:

Bachelor of Design

Master of Design

Campus:

Melbourne

Sydney

### Reason for Request

Compassionate/Compelling circumstances

Change of study direction

Course as offered has not been delivered

Unsatisfactory course progress

Course not to expectation

Other (please state):

Please add any comments here related to this request:

### Documentation

Are you requesting a release from Whitehouse?

YES

NO

If YES – Do you have documentation to support the release?

Letter of Offer from receiving Provider

Counsellor/Medical Evaluation

Statutory Declaration (detailing reason)

Medical Certificate(s)

Police Report or Legal Documentation

Other

Before signing the Declaration:

- Read the related policies on the website before completing this form
- Check with the Library/Student Administration and finalise any Library fees/items, incidental or tuition fees
- Complete all relevant sections, sign and date declaration. Submit to Student Administration with documentation
- The request be considered only when submitted to Student Administration in person, via email or post. An acknowledgement of will issued when received
- If approved, you will be issued a Confirmation of: Cancellation, Letter of Release, cancelled CoE and Academic Transcript of subjects completed to date of cancellation
- If request is refused, you will be advised in writing the reason of determination and your right of appeal.

### Declaration

I have met with the Program/Academic Director and or Student Administrator to discuss my request

I have read and understood the Withdrawal and Deferment & the International Student Transfer Policies

I am aware of the potential financial and academic penalties related to the request to transfer

I declare that the documentation I have supplied with this form is true and correct.

Applicant Signature:

Date:

<b>WHITEHOUSE USE ONLY</b>	<b>Date Received:</b>
<b>Discussed with:</b>	
<b>Documentation has been verified?:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Has the student completed 6 months of student of the principal course?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Release approved?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Processed by:</b>	
<b>Student Admin to attach:</b>	
<ul style="list-style-type: none"> <li>• Dairy Notes</li> <li>• Copy of Request to Transfer determination</li> <li>• Confirmation of Cancellation/Letter of Release/Cancelled CoE (PRISMS)</li> <li>• Copy of Transcript/Statement of Results</li> </ul>	

**DEFINITIONS:**

**CoE:** Confirmation of Enrolment issued through PRISMS

**Compassionate:** family, medical or wellbeing reasons for supporting a transfer

**Compelling:** circumstances that are generally beyond the control of the student, which affect their course progress or wellbeing

**Receiving provider:** the provider with whom the student is intending to enrol

**Letter of Release:** a confirmation of approval of release through PRISMS

**Enrolment:** the period during which a student, who has been issued with a CoE to confirm acceptance by the registered provider, occupies a place in the CRICOS registered course for which the student was accepted and is progressing towards completion of course requirements. The period of enrolment includes scheduled breaks between study periods.

**REFERENCE LINKS:**

**Department of Home Affairs:** <https://www.homeaffairs.gov.au/trav/visa-1/500-#tab-content-0>

**Study Australia:** <https://www.studyinaustralia.gov.au/english/australian-education/education-system/transfer-process>

**ESOS:** Education Services for Overseas Students: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx>

**Whitehouse Policies:** <https://whitehouse-design.edu.au/policies-procedures/>

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- International Student Transfer between Registered CRICOS providers (HE)
- Admission and Selection Policy (HE)
- Whitehouse Institute of Design Code of Conduct
- Student Grievance and Complaints Policy (GO)
- Withdrawal and Deferment Policy (HE)