



STUDENT ADMINISTRATION

APPLICATION FOR INTERNATIONAL STUDENT TRANSFER (LETTER OF RELEASE)

THIS FORM SHOULD BE USED BY AN INTERNATIONAL STUDENT WISHING TO STUDY AT ANOTHER UNIVERSITY

REFER TO THE **POLICY: INTERNATIONAL STUDENT TRANSFER**

- Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate.
- Please submit this completed form to the STUDENT ADMINISTRATION OFFICE directly.
- Make sure that you have attached ORIGINAL documentary evidence supporting your application if required ☐

STUDENT DETAILS: This Section Must Be Completed

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| STUDENT IDENTIFICATION NUMBER: | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| TITLE eg. Mr/Ms/Mrs | SURNAME/FAMILY NAME | | GIVEN NAMES | | | | | | |
| SCHOOL: | | | COURSE TITLE: | | | | | | |
| CAMPUS: | <input type="checkbox"/> Broome <input type="checkbox"/> Fremantle <input type="checkbox"/> Sydney | | | | | | | | |
| ARE YOU UNDER THE AGE OF 18? | | | <input type="checkbox"/> Yes: you must attach written approval from a parent or legal guardian supporting the transfer and evidence from the new provider that they will accept responsibility for your accommodation, support and welfare as a student. <input type="checkbox"/> No | | | | | | |

GROUND FOR APPLICATION FOR RELEASE - if more space is required please attach separate page(s)

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| <input type="checkbox"/> | Course at Notre Dame is academically unsuitable (please describe below) |
| <input type="checkbox"/> | Compelling / Compassionate Grounds (please describe below) |

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STUDENT TO ATTACH:

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| <input type="checkbox"/> YES | Letter of Offer (please attach) from other University University Name: _____ Course: _____ Campus: _____ Expected Start Date (dd/mm/yy): ____/____/____ <i>Note: if there is a change in level (e.g. Masters degree to Bachelors degree) or education sector (Tertiary to ELICOS or VET), the student is required to have a documented course counselling appointment with the Dean of the School (or delegate).</i> |
| <input type="checkbox"/> YES | Supporting Documentation as evidence of your compelling or compassionate circumstances. |
| <input type="checkbox"/> YES <input type="checkbox"/> N/A | Letter from Parent or Legal Guardian (if under 18 years old) |

By signing this application for a letter of release from the University of Notre Dame Australia, I certify that I have read and understand the General Information section detailed overleaf and that the information that I have provided in this form is correct and complete. The grounds for my request are set out above (and/or in an attached letter) and all ORIGINAL supporting certificates and other documentation are attached. I have read and understand the University's *Policy: International Student Transfers*.

SIGNATURE OF
APPLICANT:

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|----------------------|
| <input type="text"/> |
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Date
(dd/mm/yyyy):

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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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DEAN OF SCHOOL'S (OR DELEGATE) COMMENTS:

- ☐ The Student has had Course Counselling from the School and I have attached a file note of this meeting. I **SUPPORT** the student's request to transfer providers.
- ☐ The Student has had Course Counselling from the School and I have attached a file note of this meeting. I **DO NOT SUPPORT** the student's request to transfer providers for the following reasons:

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SIGNATURE OF
DEAN (OR
DELEGATE):

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Date (dd/mm/yyyy):

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CAMPUS REGISTRAR'S (OR DELEGATE) DECISION:

- ☐ **LETTER OF RELEASE APPROVED**
- ☐ **LETTER OF RELEASE DENIED – on the following grounds:**

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SIGNATURE OF
CAMPUS
REGISTRAR (OR
DELEGATE):

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Date (dd/mm/yyyy):

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GENERAL INFORMATION FOR STUDENT

1. YOU MUST ATTACH SUPPORTING DOCUMENTATION WITH THIS APPLICATION BEFORE IT WILL CONSIDERED.
2. The form must be lodged in person where possible. Please keep a photocopy for your records.
3. If posting the form, registered mail is recommended. The University will not accept responsibility for forms submitted by mail which go astray unless proof of postage can be produced.
4. You will be advised in writing of the decision of the Campus Registrar (or delegate) as soon as possible.

CONDITIONS

1. A Letter of Release will be provided on application by a student in accordance with the University's General Regulations and *Policy: International Student Transfers* and *Policy: International Students*.
2. A Letter of Release from Notre Dame is only required for a student on a student visa who has applied to study at another university before the end of the first six months of study in their principal course at Notre Dame and are seeking to change providers.
3. Applications for a letter of release will normally be considered where a student can demonstrate appropriate grounds for the transfer as outlined in the *Policy: International Student Transfers*.

APPEALS

A student may appeal the decision of the Campus Registrar (or delegate) to the University Registrar within 20 working days of receipt of notification of the decision. Appeals must be made in writing stating all relevant details. The University Registrar's decision will be final and is not open to further internal appeal; however, a student is entitled to lodge an external appeal with the Overseas Student Ombudsman (refer to the *Policy: International Students*).

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students)

OFFICE USE ONLY:

Student Administration Office:

Student has had Course Counselling by School (File Note Required):

Decision advised to Student and Student's School:

Letter of Release (date and decision) recorded in Course Notes in Maze:

All units and course withdrawn on Maze:

CoE cancelled by UNDA and required information reported on PRISMS:

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|---|-----------------------------|
| <input type="checkbox"/> Yes (file note attached) | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes - Date: / / | Initials: _____ |
| <input type="checkbox"/> Yes - Date: / / | Initials: _____ |
| <input type="checkbox"/> Yes - Date: / / | Initials: _____ |
| <input type="checkbox"/> Yes - Date: / / | Initials: _____ |