



REQUEST FOR A RELEASE LETTER FOR INTERNATIONAL STUDENTS

SECTION 1 – WHAT YOU ARE APPLYING FOR

Release only: ☐

If you are requesting a release only from Deakin University, you must **complete this form only** and attach the relevant documentation outlined below.

Information about release and refund:

You must lodge your release application first and wait for the outcome letter before you can apply for a refund. You must complete a separate refund claim form if you are applying for both a release and refund.

Current Deakin students should apply for a refund through DSA. The refund form can be found at:

<http://www.deakin.edu.au/current-students/study-information/fees/>

Students who have not yet commenced their Deakin course should complete the Request for a Refund for International Students form at <http://www.deakin.edu.au/current-students/international/compliance/release-letters/index.php>

Refund only:

DO NOT FILL IN THIS FORM.

If you are applying for a refund only, you **do not** need to fill in this form. You should complete a separate refund claim form.

This form should be typed, not hand written. Hand written applications will not be accepted. Once you have completed the form, **please print out the form and sign it.** Your application can not be accepted without a signature. **Bring your completed form along with all supporting documentation to see a Compliance Officer at Deakin Central at Melbourne Burwood campus.** You can only lodge your application via email once you have met with a compliance officer.

SECTION 2 – DOCUMENTS REQUIRED

Please read this section carefully and tick the box next to each document you attach.

Applications that are incomplete or do not have the correct supporting documentation will be automatically rejected.

• New offer letter. (All students)	Yes <input type="checkbox"/>
• Personal statement – (All students) This MUST be completed in section 6	Yes <input type="checkbox"/>
• Relevant supporting documents such as: medical certificate, counselor's letter, statutory declaration, death certificate, visa refusal notice etc. (All students)	Yes <input type="checkbox"/>
• Results from your current provider (Pathway and PQP students only)	Yes <input type="checkbox"/>
• Letter of approval from your parent/guardian for all students under 18 years old	Yes <input type="checkbox"/>
• Letter of approval from your sponsor (if you are a financial guarantee student)	Yes <input type="checkbox"/>
• Visa refusal notice (if the reason for your application is due to visa refusal)	Yes <input type="checkbox"/>

SECTION 3 – REASON FOR APPLYING

Why are you applying for a release and/or refund? (Please tick one)

Compelling/compassionate: ☐

You must provide evidence of compelling/compassionate circumstances with this application. This may be in the form of a medical certificate, a death certificate or a statutory declaration.

Failed entry requirements: ☐

You must provide evidence of failing to meet entry requirements with this application.

Visa refusal: ☐

You must provide evidence of your visa refusal with this application.

SECTION 4 – PERSONAL DETAILS

Remember to attach your new offer letter, personal statement and supporting documentation to this application. Pathway students MUST also attach a copy of their results.

APPLICATIONS THAT ARE NOT ACCOMPANIED BY SUPPORTING DOCUMENTATION WILL BE AUTOMATICALLY REJECTED.

Student ID:

Family Name:

Given Name:

Date of Birth:

Mobile:

Email:

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Current provider:	DEAKIN: <input type="checkbox"/>	Deakin College: <input type="checkbox"/>	DUELI: <input type="checkbox"/>	OTHER <input type="checkbox"/> (Specify)
Name of new provider:				
Name of new course:			Commencement date:	
SECTION 5: COMPLIANCE OFFICER COMMENTS. (To be completed by compliance staff only)				
Compliance Officer Comments:				
Compliance Officer Name:			Compliance Officer Signature	
SECTION 6 – YOUR PERSONAL STATEMENT: PLEASE WRITE THE REASON YOU WANT A RELEASE FROM DEAKIN				
SECTION 7 – RELEVANT POLICIES				
Before applying for a release, please ensure that you refer to the relevant policies and guidelines. Information you should know before applying for a release Release Guidelines Tuition fee and refund policy				
SECTION 8 - DECLARATION				
I declare that the information provided by me is true. I have read and understood the information provided at the above links and agree to the Deakin University Transfer between Registered Providers Guidelines and International Tuition Fee Refund Policy referenced above. Please note that under Deakin University's Streamlined Visa Processing (SVP) guidelines, Deakin will generally not release a student from an SVP-eligible course to a non-SVP eligible course (a course in a lower visa subclass). If you are granted a release to a course in a lower visa subclass, you will be required to apply for a new student visa, which may not be granted.				
Signed:			Date:	