

International Learner – Application for Release Letter

CRICOS provider Code: 00012G

This form is to be completed by International learners enrolled at Holmesglen and seeking to transfer to another registered provider. This includes learners enrolled in pathway programs packaged with Charles Sturt University. Learners seeking to transfer to another provider prior to completing 6 months of their principal course of study must refer to Holmesglen's Terms and Conditions specifically Item 1.8, their study plan and the declaration provided on their application form. All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Procedure, the study plan, GTE Applicant Assessment Form and declaration submitted by the learner in their application. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

Learner Details

Holmesglen learner number: _____ Campus: _____
 Family name: _____ Given name(s): _____
 Title: _____ Date of Birth: ____ / ____ / ____ Sex: Male ☐ Female ☐
 Course enrolled (Code/Title): _____
 My principal course of study is: _____

Transfer Details

Please provide details of the course and institution at which you have been offered a place.

Course: _____ Expected Commencement: ____ / ____ / ____
 Institution: _____

Details of Release Letter Application

Please outline the circumstances/reasons for seeking a release letter:

Do you have evidence to support the circumstances/reasons outlined? Yes ☐ No ☐
 If Yes, please attach supporting documentation

Learner to provide

Valid Letter of Offer from another registered provider.

For learners under the age of 18, confirmation from parent or guardian supporting transfer to another registered provider.

For learners under the age of 18, confirmation from registered provider accepting responsibility for accommodation, support and general welfare arrangements in cases where learner is not cared for in Australia by a parent/suitable nominated relative.

Declaration

1. I confirm the information provided in this form is true and correct.
2. I have read and understood Holmesglen's policy in relation to transfer between registered providers.
3. I have understood that learners enrolled in pathway programs packaged with Charles Sturt University degree will receive their outcome direct from Charles Sturt University
4. I have read and understood Holmesglen's Complaints and Appeals Process.

 Learner's Signature Printed Name Date

 Welfare Carer Signature Printed Name Date

(if learner is under 18 years of age and not being cared for by a parent/suitable nominated relative)

International Centre Admin Use Only

Date application submitted: ____ / ____ / ____ Reply requested: ____ / ____ / ____

A response to your request for a letter of release will be made in writing within two (2) weeks from the date of receipt of this form

Assessment of Applications for a Release Letter and Holmesglen Policy to transfer between registered providers

1. Learners wishing to apply for a letter of release will need to complete LDIC7001 – Application for Release Letter, available from the International Centre.
2. There is no cost attached to applying for a letter of release; however learners will need to contact the Department of Immigration and Border Protection to seek advice on whether a new visa is required.
3. All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Procedure, the study plan, the GTE Applicant Assessment Form and declaration submitted by the learner in their application. Refer to Item 1.8 in Holmesglen's Terms and Conditions of Enrolment.
4. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.
5. The National Code 2017 restricts the capacity of learners to transfer to other providers prior to completing six months of their principal course.
6. Holmesglen will not allow learners to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.
7. Circumstances that are considered detrimental to a learner's study plan could be but are not limited to:
 - a. Change in Study Plan
 - b. Transfer to a lower level of studies
 - c. Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglen are non-refundable
 - d. Increased duration of studies in Australia
 - e. Insufficient preparation for further studies
 - f. Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
 - g. Level of support services at new provider not equivalent
 - h. Impact to welfare support services established for learners under the age of 18
 - i. Transfer would jeopardise learner's progression through a package of courses
 - j. Transfer not likely to benefit the learner's welfare
 - k. Holmesglen is of the view that the learner is avoiding being reported to DIBP for failure to meet attendance or academic progress requirements.
8. After arrival in Australia, Holmesglen's policy restricts a learner from transferring to another course of study at Holmesglen other than that for which their learner visa has been granted.
9. Applications for a release letter will be provided with an outcome in writing within two (2) weeks of receiving the written request lodged via LDIC7001.
10. I have understood that learners enrolled in pathway program packaged with Charles Sturt University (CSU) degree will receive their outcome direct from CSU.
11. Subsequent to the issue of a release letter, any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglen's Fee Payment and Refund Procedure or CSU's Refund Procedure. Learners enrolled in pathway programs packaged with a CSU degree will be given access to their respective complaints and appeals process. Refer to the Complaints and Appeals process available at ombudsman@csu.edu.au
12. Learners wishing to appeal Holmesglen's decision to refuse a release letter may access Holmesglen's Complaints and Appeals process. Please refer to the attached document. This information is also contained in the Living in Melbourne website www.holmesglenlivinginmelbourne.com.au, the International Learner website www.holmesglen.edu.au and is covered in the International Learner Orientation program.