

Application for transfer between registered providers – International Students

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Note:

- **Prior to** completion of this form, you must read **Procedure PR475 International Student Application for Release**. This form only applies to students on a student visa who have applied to study at another institution prior to having completed the first 6 calendar months of their principal TAFE Queensland Brisbane program and require a release letter from TAFE Queensland Brisbane. (Refer to Procedure PR475 for circumstances where a release letter is not required)
- Students who have been approved a visa under Streamlined Visa Processing (SVP) arrangements must provide an offer letter from a SVP provider. For more information visit the DIBP [website](#).

Section A - Student details (applicant to complete)

Student No:	<input type="text"/>	Date of birth:	<input type="text" value="DD/MM/YYYY"/>
Family name:	<input type="text"/>	Given names:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		

Please note: Your agent will be contacted regarding the outcome of your application

Section B - Transfer details (please attach new letter of offer)

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

New Program:	<input type="text"/>	Expected commencement:	<input type="text" value="DD/MM/YYYY"/>
New Institution:	<input type="text"/>	Campus:	<input type="text"/>

Section C - Reasons for applying for release

Please include your reasons on a separate letter and attach to this application if you require additional space

*Compassionate/compelling circumstances (refer to Section 2 of procedure). Give full explanation of compassionate/ compelling circumstances below (please attach supporting evidence).

*Other (refer to Section 2 of procedure) and state your reason below:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

(Please provide as much explanation as possible as to why you require a letter of release so that we can more accurately assess your situation)

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Section D - Student declaration

Ensure you have attached:

- Letter of Offer from you new provider
- Supporting documentation
- Approval Letter from parent or Legal Guardian (if under age 18)

Please note that your application will not be assessed until documentation is provided and the 10 working day period for assessment will not commence until all required documentation is received.

Note: It is important that you continue to attend classes whilst you are awaiting the outcome of your application.

- 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 may delay the processing of my application.
- I also declare that I have read and understood Procedure PR475 International Student Application for Release prior to signing.

Signature of Student:

Date:

DD/MM/YYYY

Staff Use Only

Section E - International Approval

Date application received:

- Approved Not Approved (please provide reasons below)

Reasons for non-approval:

Manager, International Business or delegated staff member

Name:

Position:

Signature:

Date:

DD/MM/YYYY

Office Use Only

Section F

Date received:

Program/s of Study:

Program Start & End Dates:

1.	
2.	
3.	

1.	
2.	
3.	

VEVO Check (visa type & expiry date)

Streamlined Visa Processing (SVP):

- Yes No

University Partner:

Agent Name and Contact Name:

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This form only applies to students on a student visa who have applied to study at another institution prior to having completed the first 6 calendar months of their principal program TAFE Queensland Brisbane and require a Release letter form TAFE Queensland Brisbane (refer to Procedure PR475 International Student Application for Release for circumstances under which a letter of release is not required).

Important information

TAFE Queensland Brisbane will only issue a letter of release where it is satisfied that the conditions have been met as set out in Procedure PR475 - International Student Application for Release. It is very important that you read this procedure thoroughly before you complete this form.

There are limited circumstances under which TAFE Queensland Brisbane will agree to issue a letter of release:

- For students within the first six months of their principal program the acceptable reasons are set out in section 2 of the procedure.
- For students who have not yet commenced the first six months of their principal program: e.g. they may still be studying ELICOS courses, so have not yet commenced their principal program, the only acceptable reason is compassionate/compelling circumstances.

Be sure that you understand these sections of the procedure before you complete Section C of this form (Reasons for Applying for Release).

International Students should not accept an offer at another Institution unless TAFE Queensland Brisbane has agreed to issue the release letter. For more information about relevant government requirements see:

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

Decision process

Allow at least 10 working days from lodgement for your application to be assessed. You will only be permitted to lodge your application if all required supporting documentation is included. You will then be issued with a letter advising you whether your release has been approved or refused. If refused, the letter will outline the reasons for refusal and the procedure for appeals.

Supporting Documentation

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

- Offer letter from another provider
- Statement of reasons why you are seeking release together with other relevant supporting documentation
- **Students under the age of 18:** You must provide written confirmation by your parent/legal guardian to approve the request to transfer to another education provider. Additionally the institution you seek to transfer to must confirm in writing to TAFE Queensland Brisbane that they accept responsibility for your support and general welfare arrangements and detail the start date for this arrangement to commence.

Please submit all documentation to:

International Administration
Level 1 Student Services Centre
Southbank Campus

IntAdmin.Brisbane@tafe.qld.edu.au

Privacy Disclaimer

TAFE Queensland Brisbane is collecting the information on this form in accordance with the Vocational Education, Training and Employment Act 2000 to allow international students transfer between registered providers. Only TAFE Queensland Brisbane and Departmental officers will have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.