



# Release Request Form

This form is to be completed by students who are within six months of their principle course and wish to transfer to a course with another provider.

Please read the *Advice to International Students* over page prior to completing this form.

Student Name:		Date of Birth:	
Student ID:			
Course with SHIC:			
Course transferring into:			
Provider of new course:			
Reasons for Transfer:			
Please indicate attached evidence	<input type="checkbox"/> Letter of Offer from new provider - <i>required</i> <input type="checkbox"/> Supporting evidence in relation to reasons for transfer - <i>required</i> Please describe: _____ _____		

Have your contact details changed since you last advised us of them?  Yes  No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<b><u>Student</u></b>			
Signed:			
Printed Name:			
Date:			



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## Administration Only

<b>Accounts</b>		
Has the application been approved by the Accounts Department?	Yes	No
Accounts Officer:		
Date of approval:		
Signature:		

<b>Admin Approval</b>		
Has the application been approved by the Admin Manager?	Yes	No
Admin Manager:		
Date of approval:		
Signature:		

Application administrative tasks processed by:		Date:	
Application outcome updated on Wisenet by:		Date:	

Comments:

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Please forward this completed form to [reception@shic.vic.edu.au](mailto:reception@shic.vic.edu.au). Your request will be responded to within 10 working days of receipt of this form. If your request is refused you will have 20 working days within which to appeal the decision.



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## Advice to International Students

### Visa advice

- Your visa may be affected by your application to withdraw so you should contact the Department of Home Affairs (DHA) on 131 881 to discuss any implications.

### Acceptable reasons for transfer:

- For SHIC students seeking to transfer to another registered provider's course of study prior to completing six months of their principle course, the transfer request will be assessed and granted in any of the following circumstances:
  - there is evidence of compassionate or compelling circumstances.
  - SHIC fails to deliver the course as outlined in the student agreement.
  - there is evidence that the student's reasonable expectations about their current course are not being met.
  - there is evidence that the student was misled by SHIC or an education or migration agent regarding SHIC or its course and the course is therefore unsuitable to their needs and/or study objectives.
  - an appeal (internal or external) on another matter results in a decision or recommendation to release the student.

### Reasons for SHIC to reject a transfer:

- A transfer to another course will not be granted where:
  - The transfer may jeopardise the student's progression through a package of courses.
  - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student. In this case, the student will be requested to wait a further 4 weeks before applying for a transfer to another registered provider during which time the full range of support services will be provided to the student.
  - The student is at risk of not progressing or meeting attendance requirements, and has not engaged with SHIC's intervention strategy
  - There are no legitimate compassionate or compelling circumstances.

### Fees advice:

There is no cost in releasing students. However, where a student transfers to another registered provider, any refund of course fees, where applicable, will be paid will be in accordance with SHIC's Fees and Refunds Policy & Procedures.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.

### Certification advice:

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by SHIC unless specifically requested.