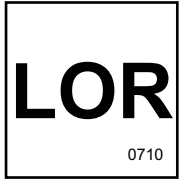




Queensland University of Technology
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 Phone +61 7 3138 2000 Fax +61 7 3138 3529
 qut.com
 CRICOS No. 00213J ABN 83 791 724 622



International Student Provider Transfer - Request for Letter of Release

Instructions - read this before proceeding

- This form is for international students holding a student visa and seeking to transfer to another CRICOS registered institution in Australia. Please complete all sections and return the completed form and all required documentation to the Student Centre.
- Make sure you are aware of the academic and financial implications of cancelling your course and enrolment. For the final unit withdrawal dates visit www.studentservices.qut.edu.au/info/dates/key/
 The **International Student Fee and Refund Policy** is available from www.studentservices.qut.edu.au/costs/schedule/table_j/int_refund/
- If you believe you are eligible for a fee refund you should lodge an **Application for Refund of International Tuition Fees** (IR form) available from www.studentservices.qut.edu.au/info/forms/

QUT conditions of release

You must meet these requirements for your request to be approved:

- Provide a copy of the Letter of Offer from the CRICOS registered institution to which you seek to transfer.
- Pay all outstanding monies owed to QUT.
- Sponsored students must provide written confirmation from their sponsor approving change of provider.
- Students aged under 18 must provide written parent/legal guardian confirmation of change of provider approval.
- Students aged under 18 must provide written confirmation from the transferring institution (institution must complete all details in the box below) confirming that they will take responsibility for the student's accommodation, support and general welfare arrangements.

Personal details

Title (Dr/Mr/Mrs/Ms/Miss etc)

Family name

Given name(s)

Mailing address

State Postcode

Daytime phone

Mobile

Student number

Date of birth

day month year

QUT course code

QUT course title

Major

QUT student email

Under 18 students - new provider institution - welfare approval

For students aged under 18 the transferring institution must confirm responsibility for the student's accommodation, support and general welfare arrangements by completing the details in this box.

Transferring institution name

CRICOS Provider Number

Name of authorised contact person

Position

Email address

Phone

Signature

of authorised contact person

.....

(Institution stamp / seal)

Procedure

- QUT will provide a letter of release to all international student visa holders who have been enrolled at QUT, within 10 business days of receiving written request.
- You must contact the Department of Immigration and Citizenship (DIAC) to seek advice on whether you require a new student visa if you transfer.
- You have a right of appeal, including being given the opportunity to formally present your case and be accompanied or assisted by a support person.
- This appeal process will commence within 10 working days of lodging the written complaint/appeal.
- If you remain dissatisfied with the appeal outcome you can access the QUT grievance process at www.mopp.qut.edu.au/E/E_09_02.jsp
- If you still remain unhappy with this process you can contact the Queensland Ombudsman who can provide you with an independent assessment.

Student declaration - *please tick the appropriate box*

I agree with the conditions of release as set out in this document and have provided all required documentation.

I wish to cancel my course and enrolment at QUT, **only if I receive QUT approval to change institution**

OR

I wish to cancel my course and enrolment at QUT, **whether or not my transfer is approved**

Student's signature

Student's name (print)

Date

Office use only

Approved - Letter of Release issued

Student emailed

Not approved - Letter of Release issued

Email registered

Notes in Callista updated

Course cancellation actioned (if applicable)

PRISMS updated

Prepared by Date/...../.....

Signature