APPLICATION FOR INTERNATIONAL STUDENT TRANSFER (LETTER OF RELEASE)

STUDENT DETAILS: This Section Must Be Completed

<table>
<thead>
<tr>
<th>STUDENT IDENTIFICATION NUMBER:</th>
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<tr>
<th>TITLE eg. Mr/Ms/Mrs</th>
<th>SURNAME/FAMILY NAME</th>
<th>GIVEN NAMES</th>
</tr>
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<tr>
<th>SCHOOL:</th>
<th>PROGRAM TITLE:</th>
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<tr>
<th>CAMPUS:</th>
<th>Broome</th>
<th>Fremantle</th>
<th>Sydney</th>
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ARE YOU UNDER THE AGE OF 18?  
☐ Yes: you must attach written approval from a parent or legal guardian supporting the transfer and evidence from the new provider that they will accept responsibility for your accommodation, support and welfare as a student.  
☐ No

GROUNDS FOR APPLICATION FOR RELEASE - if more space is required please attach separate page(s)

☐ Program at Notre Dame is academically unsuitable (please describe below)

☐ Compelling / Compassionate Grounds (please describe below)

STUDENT TO ATTACH:

☐ YES  
Letter of Offer (please attach) from other University  
University Name: ______________________________________________________  
Program: _____________________________________________________________  
Campus: ____________________________________________________________  
Expected Start Date (dd/mm/yy): __________/________/________

Note: if there is a change in level (e.g. Masters degree to Bachelors degree) or education sector (Tertiary to ELICOS or VET), the student is required to have a documented program counselling appointment with the Dean of the School (or delegate).

☐ YES  
Supporting Documentation as evidence of your compelling or compassionate circumstances.

☐ YES ☐ N/A  
Letter from Parent or Legal Guardian (if under 18 years old)

By signing this application for a letter of release from the University of Notre Dame Australia, I certify that I have read and understand the General Information section detailed overleaf and that the information that I have provided in this form is correct and complete. The grounds for my request are set out above (and/or in an attached letter) and all ORIGINAL supporting certificates and other documentation are attached. I have read and understand the University’s Policy: International Student Transfers.

SIGNATURE OF APPLICANT: ____________________________  
Date (dd/mm/yyyy): ____________________________
DEAN OF SCHOOL’S (OR DELEGATE) COMMENTS:

☐ The Student has had Program Counselling from the School and I have attached a file note of this meeting.
   I SUPPORT the student’s request to transfer providers.

☐ The Student has had Program Counselling from the School and I have attached a file note of this meeting.
   I DO NOT SUPPORT the student’s request to transfer providers for the following reasons:

SIGNATURE OF DEAN (OR DELEGATE): ____________________________  Date (dd/mm/yyyy): ________________

CAMPUS REGISTRAR’S (OR DELEGATE) DECISION:

☐ LETTER OF RELEASE APPROVED

☐ LETTER OF RELEASE DENIED – on the following grounds:

SIGNATURE OF CAMPUS REGISTRAR (OR DELEGATE): ____________________________  Date (dd/mm/yyyy): ________________

GENERAL INFORMATION FOR STUDENT

1. YOU MUST ATTACH SUPPORTING DOCUMENTATION WITH THIS APPLICATION BEFORE IT WILL CONSIDERED.
2. The form must be lodged in person where possible. Please keep a photocopy for your records.
3. If posting the form, registered mail is recommended. The University will not accept responsibility for forms submitted by mail which go astray unless proof of postage can be produced.
4. You will be advised in writing of the decision of the Campus Registrar (or delegate) as soon as possible.

CONDITIONS

1. A Letter of Release will be provided on application by a student in accordance with the University’s General Regulations and Policy: International Student Transfers and Policy: International Students.
2. A Letter of Release from Notre Dame is only required for a student on a student visa who has applied to study at another university before the end of the first six months of study in their principal program at Notre Dame and are seeking to change providers.
3. Applications for a letter of release will normally be considered where a student can demonstrate appropriate grounds for the transfer as outlined in the Policy: International Student Transfers.

APPEALS

A student may appeal the decision of the Campus Registrar (or delegate) to the Academic Registrar within 20 working days of receipt of notification of the decision. Appeals must be made in writing stating all relevant details. The Academic Registrar’s decision will be final and is not open to further internal appeal; however, a student is entitled to lodge an external appeal with the Overseas Student Ombudsman (refer to the Policy: International Students).

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University’s handling of your personal information is contained in the University’s Privacy Policy at http://www.nd.edu.au/copyright.shtml#Privacy. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students).

OFFICE USE ONLY:

Student Administration Office:

Student has had Program Counselling by School (File Note Required): □ Yes (file note attached) □ No

Decision advised to Student and Student’s School: □ Yes - Date: / /  Initials: _______

Letter of Release (date and decision) recorded in Comments in PeopleSoft: □ Yes - Date: / /  Initials: _______

All courses and program withdrawn on PeopleSoft: □ Yes - Date: / /  Initials: _______

CoE cancelled by UNDA and required information reported on PRISMS: □ Yes - Date: / /  Initials: _______

The University of Notre Dame Australia: Broome • Fremantle • Sydney
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