



**THIS FORM SHOULD BE USED BY AN INTERNATIONAL STUDENT WISHING TO STUDY AT ANOTHER PROVIDER
REFER TO THE POLICY: INTERNATIONAL STUDENT TRANSFER**

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate.
Please submit this completed form to the STUDENT ADMINISTRATION OFFICE directly.
Make sure that you have attached ORIGINAL documentary evidence supporting your application if required

STUDENT DETAILS This Section Must Be Completed

Student Identification Number

Surname/Family name First name Second/Middle name

School Program name

Campus Fremantle Sydney Broome

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

GROUND(S) 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

Letter of Offer from other University

University Name Campus

Program name Expected start date / /

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).

Supporting Documentation as evidence of your compelling or compassionate circumstances.

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

STUDENT DECLARATION

By signing this application for request 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.

Student's signature

Date / /

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

Dean's signature (or Delegate)

Date / /

CAMPUS REGISTRAR'S (OR DELEGATE) DECISION

- RELEASE REQUEST APPROVED
- RELEASE REQUEST DENIED – on the following grounds:

Campus Registrar's signature (or Delegate)

Date / /

GENERAL INFORMATION FOR STUDENT

1. You **MUST** attach supporting documentation with this application before it will be 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 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 release from Notre Dame is only required for a student on a student visa who has applied to study at another Provider 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 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*).

OFFICE USE ONLY - Student Administration

Student has had Program Counselling by School (File note required)	<input type="checkbox"/> Yes (file note attached)	<input type="checkbox"/> No	
Decision advised to Student and Student's School	<input type="checkbox"/> Yes	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initials <input type="text"/>
Release (date and decision) recorded in Comments in PeopleSoft	<input type="checkbox"/> Yes	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initials <input type="text"/>
All courses and program withdrawn on PeopleSoft	<input type="checkbox"/> Yes	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initials <input type="text"/>
CoE cancelled by UNDA and required information reported on PRISMS	<input type="checkbox"/> Yes	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initials <input type="text"/>

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 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 consented handling of your personal information is contained in the University's Privacy Policy at www.notredame.edu.au/home/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 student.admin@nd.edu.au