





## Application for Release – International Students

ADM07-V09/19

**Note:** This form only applies to students on a student visa who have applied to study at another institution within the first 6 months of their principal course at Monash University and require a Release from Monash University

### Section A - Personal Details:

Student ID Number:

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Family name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Telephone BH): \_\_\_\_\_ Monash Email: \_\_\_\_\_

If you are under the age of 18, please attach written approval from parent or legal guardian supporting the transfer.

Course Code:	Course Title:
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### Section B - Transfer Details:

*(Please attach letter of offer)*

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

Course: \_\_\_\_\_ Expected Commencement: \_\_/\_\_/\_\_

Institution: \_\_\_\_\_ CRICOS Provider Code: \_\_\_\_\_

### Section C - Reasons for applying for Release:

*(Please attach supporting documentation)*

Please select reason for applying:

- Course academically unsuitable or unable to achieve satisfactory progress at current course level; or
- Compelling and/or Compassionate grounds; or
- Course outlined in written agreement has not been delivered; or
- Reasonable expectations about the course are not being met; or
- Misled by Monash University, Monash College or an education agent or migration agent regarding the course; or
- An appeal on another matter results in a recommendation or decision to release the student

### Section D - Student Declaration:

Have you attached? Letter of Offer: Yes No  
 Supporting documentation: Yes No  
 Letter from Parent or Legal Guardian (if under age 18) : Yes No

If no, please note that your application will not be assessed until documentation is provided.

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 relating to my application may delay the processing of my application.

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

### Office Use Only

- Application received \_\_/\_\_/\_\_
- Application sent for approval (Admissions/Faculty) \_\_/\_\_/\_\_
  - Approved
  - Not Approved (Please provide reason)

Reason for refusal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

- ESOS notes and outcome recorded in Callista (Admissions/Faculty)

Application outcome processing (Admissions/Monash Connect)

- Notification email sent to student \_\_/\_\_/\_\_
- Record release approval in PRISMS \_\_/\_\_/\_\_
- Record release refusal in PRISMS (20 days after notification email was sent to student) \_\_/\_\_/\_\_