



Please complete this form in BLOCK CAPITAL LETTERS.

- This application form is for international students on a Student visa who have not yet enrolled at Deakin University or have been enrolled with a pathway provider to Deakin University.
- Do **not** use this form if you are enrolled at Deakin University (including PQP students). Go to <http://www.deakin.edu.au/current-students/international/deakin/enrolment/request-transfer.php> for your form, *Request for a release letter for international students currently enrolled at Deakin University.*

SECTION A – FOR EACH APPLICANT to complete

I am requesting: a release letter only a release letter and refund a refund only

Deakin University Student ID: Male Female

Family name: _____ Given names: _____

Date of birth: ___ / ___ / ___ (DD/MM/YYYY) Telephone: _____ Email: _____

Current provider is MIBT DUELI Other: _____ Course title: _____

Deakin University course title: _____ Course code: _____

Please complete this section and provide relevant supporting documents.

- Each applicant must provide mandatory supporting documents which are **applicant's personal statement** and **official transcript of results from current pathway provider**.

<input type="checkbox"/> I am providing both <u>my personal statement</u> and <u>official transcript of results from my current pathway provider</u> .	For staff use only <input type="checkbox"/>
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- You must provide either a release letter or a discontinuation form from your current pathway provider, if you have not completed your pathway course. **Have you completed your pathway course?**

<input type="checkbox"/> Yes. <input type="checkbox"/> No and I am providing <u>either a release letter or a discontinuation form from my current pathway</u> .	For staff use only <input type="checkbox"/>
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- You must provide an offer letter from your new provider, if you are requesting a release letter. **Are you requesting a release letter?**

<input type="checkbox"/> Yes and I am providing <u>an offer letter from my new provider</u> . <input type="checkbox"/> No.	For staff use only <input type="checkbox"/>
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- You must provide a letter from your parent or legal guardian, if you are under 18 years of age. **Are you under 18 years of age?**

<input type="checkbox"/> Yes and I am providing <u>a letter from my parent or legal guardian</u> . <input type="checkbox"/> No.	For staff use only <input type="checkbox"/>
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- You must provide a reason for applying for a release letter and or refund. **Please select reason below and provide supporting documents.**

Reason for applying for release and refund	Documents I must provide to support my reason	For staff use only
<input type="checkbox"/> Government sponsor request →	Letter from sponsor (not email) requesting transfer and release	
<input type="checkbox"/> Visa refusal →	Letter or email from DIAC stating visa refused	
<input type="checkbox"/> Course inappropriate →	Letter from counsellor, course adviser or careers counsellor	
<input type="checkbox"/> Failure to qualify for Deakin course →	Current academic results and key to results	
<input type="checkbox"/> Compassionate/compelling circumstances, due to a change in my circumstances beyond my control. <u>Please select one of the following options.</u>		
<input type="checkbox"/> My illness or that of an immediate family member →	A medical certificate and proof of relationship with the family member	
<input type="checkbox"/> Death of an immediate family member →	A death certificate and proof of relationship with the family member	
<input type="checkbox"/> My financial circumstances have changed unexpectedly to the extent that I am not able to continue with my studies. →	A statement explaining my changed financial situation	
<input type="checkbox"/> Other compassionate circumstances → Please state: _____	A letter from a qualified counsellor/psychologist or other relevant documents	

- For a **release letter only** → please go to **SECTION B** and **SECTION D**
- For a **release letter and refund** → please go to **SECTION B**, **SECTION C** and **SECTION D**
- For a **refund only** → please go to **SECTION C** and **SECTION D**



SECTION B – FOR RELEASE APPLICANT to complete.

My postal address: _____
 _____ State: _____ Post Code: _____ Country: _____
 Name of my new provider: _____ Course title: _____

SECTION C – FOR REFUND APPLICANT to complete.

I am requesting an overseas refund payment to an overseas bank account. My overseas bank account details and address follow.

Bank name: _____
 Bank's full address: _____
 Country: _____ Swift code (overseas bank): _____
 Account name: _____ Account number: _____
 My overseas address: _____
 _____ Country: _____

I am requesting an overseas refund payment by bank draft to my overseas home address. My details follow.

My overseas address: _____
 _____ Country: _____ Overseas telephone: _____

I am requesting a refund by cheque to the person and address in Australia below.

Family name: _____ Given names: _____
 Address: _____ State: _____ Post Code: _____

SECTION D – FOR EACH APPLICANT – Student Declaration

Please read *Information you need to know before applying for a release letter and/or refund* below.

Information you need to know before applying for a release letter and/or refund

Release letter eligibility

Deakin University will only issue a release letter when it is satisfied that the request meets the eligibility criteria as defined in its guidelines: *Transfer between registered providers guidelines* <http://www.deakin.edu.au/future-students/international/coming-aus/request-transfer.php>

International students should not fail to enrol at Deakin, nor accept an offer at another institution unless Deakin University has issued a release letter. Deakin University is obliged by law to report your non-enrolment to the Department of Education, Employment and Workplace Relations (DEEWR) and the Department of Immigration and Citizenship (DIAC) which may result in the cancellation of your Student visa. For information about related government requirements see: http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_7.htm.

Refund eligibility

If you are not yet enrolled in your Deakin University award course, you may apply for a refund via this application form. Refunds will be assessed according to the *Tuition fee, fee refund and privacy policies* (www.deakin.edu.au/future-students/international/fee-policies.php).

Compassionate or compelling circumstances

Please note that the following circumstances will **not** generally be considered compassionate or compelling circumstances:

- Lack of understanding of Deakin University's *Transferring between registered providers guidelines* or the *Tuition fee, fee refund and privacy policies*.

- Lack of understanding of Deakin University's enrolment procedures.
- A desire to change to a new course with lower fees.
- Failure to enrol at Deakin or at your pathway provider by the published/offered enrolment dates.

Lodging an application and the decision process

All applications should be lodged in person at Deakin University International Reception, Level 2, Building LA, Melbourne Burwood Campus or sent to int.release.refund@deakin.edu.au

Your application will take up to 10 working days to assess upon receipt of a complete application (including all supporting documents). The letter advising the outcome of your application will be both emailed and posted to you. If a release letter is refused, the letter will outline the reason(s) for refusal and the appeals procedure. If approved, refunds will be processed within 28 working days of receipt of your complete application.

Please note that incomplete applications will not be considered.

Privacy Statement

The University treats personal information held by it in accordance with the Information Privacy Act 2000 (Vic). The University's information privacy policy may be viewed at: <http://theguide.deakin.edu.au> or by contacting the Compliance Manager on (03) 9246 8114 or at privacy@deakin.edu.au.

I declare that the information provided by me is true. I have read and understood the *Information you need to know before applying for a release letter and/or refund* above and agree to the Deakin University Transfer between Registered Providers Guidelines and International Tuition Fee Refund Policy referenced above.

Student's signature: _____ Date: ____/____/____ (DD/MM/YYYY)