



Under the National Code 2018, providers are restricted from enrolling transferring students prior to the student completing six calendar months of their principal course. The principal course is one for which a student visa has been issued as the highest level of study in their package of courses. If you have completed six calendar months in your principal course at Deakin University, you do not need to apply for a release: You can apply to discontinue through DeakinSync.

If your student agreement includes a course offered by Deakin College or other pathway provider, you will be required to also apply for a release from the pathway provider if you have not completed six calendar months of the pathway course.

Read the [release guidelines here](#).

Submitting this form

Your application should include:

- A valid offer letter from the new provider, valid for at least working 10 days from the date of release application submission
- A personal statement describing your reasons for applying for a release
- Relevant supporting documents (for example; medical certificates, counsellor support letters, academic results and other evidence to support your reasons for applying for a release).
- Are you an under 18 student? You must include written confirmation from your parent or legal guardian to support the transfer. The receiving provider must acknowledge to accept responsibility to approve your accommodation, support and general welfare arrangements.
- Are you are a government sponsored student? You must provide written support from your sponsor agreeing to the transfer.
- Are you enrolled in a pathway program? You need to provide your academic transcript (Deakin College students may print a transcript from your Deakin College student portal)
- Are you failing to meet academic progress? You must provide evidence of academic progress assessment, for example, a letter from Deakin College confirming you have not achieved satisfactory academic progress, as described in the Academic Progress Policy V8.19

Compassionate and compelling circumstances

If you are applying for a release based on compassionate and compelling circumstances, you need to carefully describe your situation. Compassionate and/or compelling circumstances are defined as a sudden change of circumstances, beyond your control, that impacts on plans for on-campus study in Australia. Such circumstances must be supported by documentary evidence. Where circumstances include illness, this must be supported by substantial medical evidence.

Understand your situation

Students seeking a release should maintain a valid enrolment while the release is being assessed. This includes re-enrolling in subsequent study periods. Students are advised not to accept an offer at another institution or pay fees until Deakin has issued a release.

You are encouraged to read Department of Home Affairs information about changing courses or institutions [here](#).

A release approval does not discontinue your enrolment at Deakin. Upon receipt of your release approval, it is your responsibility to complete the required documentation to discontinue from your course or the pathway course if you wish to accept an offer at another institution. You are encouraged to read about how the timing of your discontinuation may impact on your eligibility for a refund [here](#).

