



Application for Release – International Students

ADM07-V04/20

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) __/__/__