

Application for Release Letter (Overseas Learner)

CRICOS provider Code: 00012G

This form is to be completed by International learners enrolled at Holmesglen and seeking to transfer to another registered provider. Learners seeking to transfer to another provider prior to completing 6 months of their principal course of study must refer to Holmesglen's Terms and Conditions specifically Item 1.8, their study plan and the declaration provided on their application form.

All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Procedure, the study plan International Student Applicant Form and declaration submitted by the learner in their application. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

Learner Details

Holmesglen learner ID: _____ Campus: _____
 Family name: _____ Given name(s): _____
 Title: _____ Date of Birth: ____/____/____ Sex: Male Female
 Course enrolled (Code/Title): _____
 My principal course of study is: _____

Transfer Details

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

Course: _____ Expected Commencement: ____/____/____
 Institution: _____

Details of Release Letter Application

Please outline the circumstances/reasons for seeking a release letter:

Do you have evidence to support the circumstances/reasons outlined? Yes No

If Yes, please attach supporting documentation

Learner to provide

Valid Letter of Offer from another registered provider.

For learners under the age of 18, confirmation from parent or guardian supporting transfer to another registered provider.

For learners under the age of 18, confirmation from registered provider accepting responsibility for accommodation, support and general welfare arrangements in cases where learner is not cared for in Australia by a parent/suitable nominated relative.

Holmesglen's International Student – Fees and Charges Refund Request (if applicable for any fees paid in advance)

Declaration

1. I confirm the information provided in this form is true and correct.
2. I have read and understood Holmesglen's policy in relation to transfer between registered providers.
3. I have read and understood Holmesglen's Complaints and Appeals Process.

 Learner's Signature Printed Name Date

 Welfare Carer Signature Printed Name Date

(if learner is under 18 years of age and not being cared for by a parent/suitable nominated relative)

International Centre Admin Use Only

Date application submitted: ____/____/____ Reply requested: ____/____/____

A response to your request for a letter of release will be made in writing within two (2) weeks from the date of receipt of this form

1. Learners wishing to apply for a letter of release will need to complete LDIC7001 – Application for Release Letter, available from the International Centre or download from https://holmesglen.edu.au/Holmesglen/media/PDFs/LDIC7001_Application_for_Release_Letter.pdf.
2. There is no cost attached to applying for a letter of release; however, learners will need to contact the Department of Home Affairs to seek advice on whether a new visa is required. The National Code 2018 restricts the capacity of learners to transfer to other providers prior to completing six months of their principal course.
3. All applications will be assessed in the learner's best interest, including but not limited to:
 - The learner provides documentary evidence of compassionate or compelling circumstances beyond their control that have effected their study plan.
 - Holmesglen receives a written request from the learner's government sponsor.
 - The learner has made a genuine attempt to meet the requirements of their course they are currently studying and is unable to achieve satisfactory course progress to meet the requirements for further study.
 - The learner has completed one semester of study and it is evident on the basis of the learner's academic results, even after engaging with Holmesglen's at-risk strategy, that they are unable to achieve satisfactory course progress, in which case a release to another provider may be granted.
 - There is evidence that the learner's reasonable expectations about their current course are not being met.
 - There is evidence that the learner was misled by Holmesglen or education/migration agents about its course and the course is therefore unsuitable to their needs and/or study objectives.
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the learner.
 - The Holmesglen course accepted by the learner has been cancelled, ceased to be registered on CRICOS or ceased to be offered, or Holmesglen otherwise fails to deliver the course as outlined in the written agreement.
4. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application
5. Holmesglen may determine there are reasonable grounds to refuse the transfer request in circumstances, including but not limited to:
 - The learner's request is based only on personal preference.
 - The learner wishes to transfer to a qualification of a shorter duration or lower AQF level not offered by Holmesglen for reasons other than academic ability
 - The learner wishes to change to a similar course with lower fees
 - The learner is able to be offered an alternative course at Holmesglen that meets the learner's expectations/requirements
 - The learner wishes to transfer to a course that provides the same professional recognition and outcomes as the course they are currently enrolled in.
 - The learner has not enrolled or has made no genuine attempt to participate in the course they are currently enrolled in (including an enabling-course or pathway program)
 - The learner owes tuition or other fees and charges.
 - The learner has not accessed all relevant support services available to them.
 - Holmesglen considers that the learner has taken advantage of its position within the Simplified Student Visa Framework arrangements to enter Australia on a student visa and now wishes to transfer to another provider.
 - The learner has been in breach of their student visa conditions
 - Holmesglen considers that the learner poses an unacceptable visa risk should they move to another provider, or
 - The learner has provided false or misleading information.

6. The learner will be notified of the outcome of an application for transfer within 10 working days of the date of submission of a complete application (including all required documents).
7. If the transfer is approved, this will be recorded in the Provider Registration and International Student Management System (PRISMS) at no cost to the learner. The learner will be notified of the outcome and informed to contact the Department of Home Affairs to ensure they maintain the appropriate visa status.
8. If Holmesglen refuses the transfer request, the learner will be advised in writing of the reasons for the refusal and be informed of their right to a review of this decision in accordance with Holmesglen's Internal Complaints and Appeals Policy and procedures and is given 20 working days to do so.
9. If the international learner is not successful with Holmesglen's internal complaints and appeals process, Holmesglen must inform the international learner (within 10 working days of the complaints and appeals process concluding), of their right to access an external complaints and appeals process at minimal or no cost.
10. The International Learner who is not satisfied with the outcome of the internal review is given access to appeal to the Ombudsman Victoria.
11. The refusal of a transfer will only be finalised in PRISMS after the conclusion of both the internal and external appeal process and if this is in favour of Holmesglen, or if the learner has chosen not to access the complaints and appeals process within the 20 working days' period, or the learner withdraws from the process.
12. If the internal or any external complaints and appeals process results in a decision or recommendation in favour of the learner, Holmesglen will immediately implement the decision or recommendation or take the preventative or corrective actions required by the decision, and inform the international learner of that action.
13. Holmesglen maintains records of all requests from international learners for a release and the assessment of, and decision regarding the request for two years after the overseas student ceases to be an accepted student.