

CRICOS provider Code: 00012G

This form is to be completed by International Students enrolled at Holmesglen Institute and seeking to transfer to another registered provider. Students seeking to transfer to another provider prior to completing six months of their principal course of study must refer to Holmesglen Institute's Terms and Conditions specifically Item 1.6, their study plan and the declaration provided on their application form.

All applications will be assessed on the basis of Holmesglen Institute's Terms and Conditions of Enrolment, the Fee Payment and Refund Procedure, the study plan and declaration submitted by the student in their application.

Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

Student Details			
Holmesglen student number		Campus	
Family Name		Given Name(s)	
Title	Date of Birth / /	Sex M <input type="checkbox"/> or F <input type="checkbox"/>	
Course enrolled (Code/Title)			
My principal course of study is			
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 <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please attach supporting documentation			
Student to provide			
Valid enrolment letter from another registered provider			
For students' under the age of 18, confirmation from parent or guardian supporting transfer to another registered provider			
For students' under the age of 18, confirmation from registered provider accepting responsibility for accommodation, support and general welfare arrangements in cases where student is not cared for in Australia by a parent/suitable nominated relative			
Declaration			
<ol style="list-style-type: none"> I confirm the information provided in this form is true and correct. I have read and understood Holmesglen Institute's policy in relation to transfer between registered providers. I have read and understood Holmesglen Institute's Complaints and Appeals Process 			
Student's Signature		Date	
Printed Name			
Welfare Carer Signature (if student is under 18 years of age and not being cared for by parent/suitable nominated relative)		Date	
Printed Name			
For International Centre Admin Use Only			
Date application submitted	/ /	Reply Requested	/ /

Assessment of Applications for a Release Letter and Holmesglenn Policy in relation to Transfer between Registered Providers

1. Students wishing to apply for a letter of release will need to complete LDIC7001 – Application for Release Letter, available from the International Centre.
2. There is no cost attached to applying for a letter of release; however students will need to contact DIAC to seek advice on whether a new visa is required.
3. All applications will be assessed on the basis of Holmesglenn Institute's Terms and Conditions of Enrolment, the Fee Payment and Refund Procedure, the study plan and declaration submitted by the student in their application. Refer to Item 1.6 in Holmesglenn Institute's Terms and Conditions of Enrolment.
4. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.
5. The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.
6. Holmesglenn will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.
7. Circumstances that are considered detrimental to a student's study plan could be but are not limited to:
 - a. Change in Study Plan
 - b. Transfer to a lower level of studies
 - c. Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglenn Institute are non-refundable
 - d. Increased duration of studies in Australia
 - e. Insufficient preparation for further studies
 - f. Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
 - g. Level of support services at new provider not equivalent
 - h. Impact to welfare support services established for students under the age of 18.
 - i. Transfer would jeopardise student's progression through a package of courses
 - j. Within 6 months' of a course beginning student's may experience home-sickness and transfer to another registered provider is not likely benefit the student's welfare
 - k. Holmesglenn is of the view that the student is avoiding being reported to DIAC for failure to meet attendance or academic progress requirements.
8. After arrival in Australia, Holmesglenn Institute's policy restricts a student from transferring to another course of study at the Institute other than for which their student visa has been granted.
9. Applications for a release letter will be provided with an outcome in writing within 2 weeks of receiving the written request lodged via LDIC7001.
10. Subsequent to the issue of a release letter, any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglenn Institute's Fee Payment and Refund Procedure.
11. Students wishing to appeal Holmesglenn's decision to refuse a release letter may access the Institute's Complaints and Appeals process. Please refer to the attached document. This information is also contained in the Living in Melbourne booklet, the International Student website www.international.holmesglenn.vic.edu.au and is covered in the International Student Orientation program.