

Student Request for Release Change of Provider Form

Student Name:

Student ID:

This form is for international students who wish to transfer to another Australian education provider within the first 6 months of their academic program.

You must continue to attend classes until you receive the outcome of this application. You will be notified of the outcome of your application within 10 university business days of the submission of this completed form along with all required supporting documentation. Incomplete applications may cause a delay in assessment.

Personal Details

Mailing Address and Contact Details			
Mailing Address	No. and Street		
	Suburb/Town		
	State	Country	Postcode
Email			
Phone			
Current Academic Program			
New Education Provider		New Program Start D	Date

Summary of Request to Change Your Provider

Plazea provida balow mandatory documents	
Please provide below mandatory documents	

Statement detailing the re	ason for requesting	release
	ason for requesting	1 CICa30

Valid offer letter from another provider

Letter of support from sponsor for government sponsored students (if applicable)

If under 18, letter of support from student's parent/guardian and/or written confirmation from proposed provider that they accept responsibility for approving the student's accommodation and general welfare arrangements. (if applicable)

Other:_____

Declaration

I, ______, hereby confirm that I have requested a release from UniSQ as my provider for the reasons stated in the attached documentation. I acknowledge that I have had the consequences of this request to change explained to me to my satisfaction. I agree to keep to all UniSQ policies in regard to this change, including the UniSQ Refund Policy, as seen at https://policy.unisq.edu.au/documents/13431PL.

THIS PAGE FOR OFFICE USE ONLY

Request Details					
Date Request Received			Date response required (10 working days from request lodgement)		
Release granted:	□ Yes	□ No	Date student informed of decision:		
Authorised staff member:				Date:	
Further comments:					

Checklist

Has the student been interviewed by UniSQ Student Services? I Yes No Is the Student Services Interview Record attached? I Yes No Has the student provided a valid offer letter from another institution? I Yes No Is the student under 18? I Yes No Is the student sponsored? I Yes No Has the sponsor been advised? I Yes No Has the student completed 6 months at UniSQ? I Yes No Has the student's Record been amended on Peoplesoft? (if applicable) I Yes No			
Is the Student Services Interview Record attached? Is the Student provided a valid offer letter from another institution? Is the student under 18? Is the student under 18? Is the student sponsored? Is the sponsor been advised? Is the sponsor been advised? Is the sponsor approved the new program in writing? Is the student completed 6 months at UniSQ? Is the student advised for the student's file? Is the student advised on Peoplesoft? (if applicable) Is the Student's Record been amended on Peoplesoft? (if applicable) Is a PRISMS variation been submitted? Is a PRISMS variation been variation been variable? Is a PRISMS variation been va	Has the student been interviewed by a UniSQI staff member?	□ Yes	□ No
Has the student provided a valid offer letter from another institution? I Yes No Is the student under 18? I Yes No Is the student sponsored? Yes No Has the sponsor been advised? Yes No Has the sponsor approved the new program in writing? Yes No Satisfactory Academic Record (if applicable) Yes No Has the relevant documentation been sighted and copied for the student's file? Yes No Has the Student's Record been amended on Peoplesoft? (if applicable) Yes No Has a PRISMS variation been submitted? (if applicable) Yes No	Has the student been interviewed by UniSQ Student Services?	□ Yes	□ No
Is the student under 18? I Yes No Is the student sponsored? I Yes No Has the sponsor been advised? I Yes No Has the sponsor approved the new program in writing? I Yes No Satisfactory Academic Record (if applicable) I Yes No Has the relevant documentation been sighted and copied for the student's file? I Yes No Has the Student's Record been amended on Peoplesoft? (if applicable) I Yes No Has a PRISMS variation been submitted? (if applicable) I Yes No	Is the Student Services Interview Record attached?	□ Yes	□ No
Is the student sponsored? If Yes No Has the sponsor been advised? If Yes No Has the sponsor approved the new program in writing? If Yes No Satisfactory Academic Record (if applicable) If Yes No Has the relevant documentation been sighted and copied for the student's file? If Yes No Has the Student's Record been amended on Peoplesoft? (if applicable) If Yes No Has a PRISMS variation been submitted? (if applicable) If Yes No	Has the student provided a valid offer letter from another institution?	□ Yes	□ No
Has the sponsor been advised? I Yes Has the sponsor approved the new program in writing? I Yes Satisfactory Academic Record (if applicable) I Yes Has student completed 6 months at UniSQ? I Yes Has the relevant documentation been sighted and copied for the student's file? I Yes Has the Student's Record been amended on Peoplesoft? (if applicable) I Yes Has a PRISMS variation been submitted? (if applicable) I Yes	Is the student under 18?	□ Yes	□ No
Has the sponsor approved the new program in writing? I Yes Satisfactory Academic Record (if applicable) I Yes Has student completed 6 months at UniSQ? I Yes Has the relevant documentation been sighted and copied for the student's file? I Yes Has the Student's Record been amended on Peoplesoft? (if applicable) I Yes Has a PRISMS variation been submitted? (if applicable) I Yes	Is the student sponsored?	□ Yes	□ No
Satisfactory Academic Record (if applicable) Yes No Has student completed 6 months at UniSQ? Yes No Has the relevant documentation been sighted and copied for the student's file? Yes No Has the Student's Record been amended on Peoplesoft? (if applicable) Yes No Has a PRISMS variation been submitted? (if applicable) Yes No	Has the sponsor been advised?	□ Yes	□ No
Has student completed 6 months at UniSQ? Image: Pressore in No Has the relevant documentation been sighted and copied for the student's file? Image: Pressore in No Has the Student's Record been amended on Peoplesoft? (if applicable) Image: Pressore in No Has a PRISMS variation been submitted? (if applicable) Image: Pressore in No	Has the sponsor approved the new program in writing?	□ Yes	□ No
Has the relevant documentation been sighted and copied for the student's file? □ Yes □ No Has the Student's Record been amended on Peoplesoft? (if applicable) □ Yes □ No Has a PRISMS variation been submitted? (if applicable) □ Yes □ No	Satisfactory Academic Record (if applicable)	□ Yes	□ No
Has the Student's Record been amended on Peoplesoft? (if applicable) □ Yes □ No Has a PRISMS variation been submitted? (if applicable) □ Yes □ No	Has student completed 6 months at UniSQ?	□ Yes	□ No
Has a PRISMS variation been submitted? (if applicable)	Has the relevant documentation been sighted and copied for the student's file?	□ Yes	□ No
	Has the Student's Record been amended on Peoplesoft? (if applicable)	□ Yes	□ No
Has the eCoE been cancelled? (if applicable)	Has a PRISMS variation been submitted? (if applicable)	□ Yes	□ No
	Has the eCoE been cancelled? (if applicable)	□ Yes	□ No

University of Southern Queensland is a registered provider of education with the Australian Government.