

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 Date			

Summary of Request to Change Your Provider

Please provide below mandatory documents

- Statement detailing the reason for requesting release
- 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>.

Student Signature: _____

Date: _____

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Request Details

Date Request Received		Date response required (10 working days from request lodgement)	
Release granted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date student informed of decision:	
Authorised staff member:		Date:	
Further comments:			

Checklist

Has the student been interviewed by a UniSQ staff member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been interviewed by UniSQ Student Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Student Services Interview Record attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student provided a valid offer letter from another institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student under 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student sponsored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the sponsor been advised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the sponsor approved the new program in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Satisfactory Academic Record (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has student completed 6 months at UniSQ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the relevant documentation been sighted and copied for the student's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Student's Record been amended on Peoplesoft? (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a PRISMS variation been submitted? (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the eCoE been cancelled? (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No