

TRANSFER RELEASE REQUEST (INTERNATIONAL STUDENTS)

If you have a Griffith University username and password, you must complete the [online version of this form](#).

If you do not have a Griffith University username and password, please complete this form and email it to compliance@griffith.edu.au.

1. PERSONAL DETAILS

Griffith Identification Number <div style="border: 1px solid black; width: 100px; height: 30px; margin-top: 5px;"></div>		Family name: First name:	Date of birth: (dd/mm/yyyy): Title: Dr Mr Miss Ms Mrs
Mailing address:			
Suburb/town:		State:	Postcode:
Country:	Email address:	Telephone Number:	

This form is for international student visa holders to apply for release from their study at Griffith University to transfer to another CRICOS registered provider in Australia in accordance with the [National Code of Practice 2018, Standard 7](#).

A Transfer Release must be obtained by international student visa holders seeking to transfer institution within the first 6 calendar months of your principal program (in addition to any prior preparatory study eg. English, Diploma).

2. PROGRAM DETAILS

GU Program code:		Program title:
Name of new provider:		
Name of new program:		

3. REASON FOR TRANSFER

4. CANCELLATION OF ENROLMENT

To cancel your enrolment at Griffith University if your release request is approved, please tick the box below.

☐ Please cancel my enrolment at Griffith University if my application is successful.

5. DOCUMENTATION TO PROVIDE WITH APPLICATION

- Copy of the unconditional Letter of Offer from the CRICOS registered institution to which you seek to transfer
- Evidence to support reason for request
- Copy of personal details page from passport and student visa page
- Written confirmation from government sponsor approving change of provider, if sponsored
- Written parent/legal guardian confirmation of change of provider approval, if aged under 18
- Written confirmation of transferring institution responsibility for accommodation, support and general welfare arrangements, if aged under 18 and not cared for by a parent/legal guardian. Institution must complete all details in box 8 (next page)

6. GROUNDS FOR REFUSAL OF TRANSFER REQUEST

- The student has changed his or her mind about the program, including students enrolled in a preparatory/pathway program;
- The student wants to live somewhere else;
- A Griffith English Language Institute (GELI) student is wanting to transfer to another English Language Centre;
- The transfer is considered detrimental to the student's academic progression. Circumstances considered detrimental include:
 - the student has not started studying, or has only recently started studying, and has not experienced the full range of academic and support services available at the University.
 - the student is transferring to a lower level qualification or different subject area, not offered at the University, for reasons other than academic ability.
- The University considers that the student is trying to avoid being reported to the Department of Home Affairs for failing to meet attendance or academic progress requirements;
- The University considers the student has taken advantage of its Streamlined Student Visa Processing (SSVF) arrangements to obtain a student visa and enter Australia and has requested to transfer to another CRICOS provider without making a genuine effort to commence their study at Griffith University;
- The student wants to transfer to a provider with lower fees.

7. GROUNDS FOR APPROVAL OF TRANSFER REQUEST

- Griffith College has approved a release for the Griffith College program leading to the Griffith University degree program for a student who has completed less than 6 months of study at Griffith College
- Student does not meet the entry requirement of the degree program after completing any preparatory program
- Student has successfully completed a Griffith degree program prior to the principal program
- PhD student's Principal Supervisor is moving institution and the Dean, Griffith Graduate Research School supports a request to move with the supervisor to the new CRICOS registered institution
- Student is unable to complete the program due to compassionate circumstances
- Griffith University is no longer able to provide the program in which the student is due to commence or has enrolled
- Government sponsor of the student considers the change to be in the student's best interest and has provided written support for the change
- Parent/legal guardian of an under 18 year old student has provided written confirmation supporting the transfer and where the student is not being cared for in Australia by a parent/legal guardian, the new CRICOS registered institution has accepted responsibility for the student's accommodation, support and general welfare arrangements in accordance with Standard 5 of the National Code 2018

8. UNDER 18 STUDENTS – NEW PROVIDER INSTITUTION – WELFARE APPROVAL

The CRICOS registered institution stated below, accepts responsibility for approving the accommodation, support and general welfare arrangements of the above student, in accordance with the National Code of Practice 2018, Standard 5.

Institution Name:		Date:
CRICOS Provider Number:		
Name of authorised contact person & position title:		Institution Stamp
Email address:	Telephone Number:	
Signature:		

9. STUDENT DECLARATION

I declare that the information I have provided is correct and I have read and understood the information on this form and the [International Student Institution Transfer Request Policy and Procedure](#) available in the Griffith University Policy Library

Signature:	Date:
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10. GUIDELINES FOR STUDENTS

- If you are currently enrolled and have completed more than 6 calendar months at Griffith University, you do not require a Transfer Release and can submit your cancellation request via Student Connect
If you are a commencing student and have not completed 6 calendar months of study at Griffith University, you need to speak with an [International Student Advisor](#).
- A Transfer Release will be provided to all eligible international student visa holders within 10 business days of the University receiving all required documentation.
- Please contact the Department of Home Affairs for advice on whether a new student visa is required if you transfer.
- Please submit a completed and signed [International Refund form](#) if you wish to apply for a refund of any fees ([Section 3.6 Fees and Charged Procedure](#))
- You have a right of appeal, which must be provided in writing with supporting documentation. The appeal process will commence within 10 working days of the lodgment of the written appeal. Please refer to the [International Student Institution Transfer Request Policy and Procedure](#) in the Policy Library for information on the appeals process in the Policy Library for information on the appeals process.

11. PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Privacy Statement](#).