

Overseas Student Request for Letter of Release Procedure

Important information

Australian Lutheran College [ALC] will issue the release letter where it is satisfied that:

- a course is academically unsuitable for the student;
- a course is inappropriate for the student [ie student is better suited to a different academic environment or course does not meet his/her educational or developmental needs];
- compassionate or compelling reasons for the transfer exist

Overseas students should not accept an offer at another institution unless ALC has agreed to issue the release letter. For information about government requirements see:

www.aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007.pdf

and

www.aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_7.htm

Decision process

Your application will be considered. You will be issued with a letter within 5 to 10 working days either approving release or refusing your request. If refused, the letter will outline the reasons for refusal and the procedure for appeals.

Supporting documentation

Applications for a release letter will only be considered if you attach the following supporting documentation:

- offer letter from another provider; and
 - statement of reasons why you are seeking release or other documentation explaining reasons for release request
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Discontinuation/withdrawal [current ALC students only]

Upon receipt of the release letter, it is your responsibility to formally withdraw from your ALC course if you wish to accept an offer at another institution. To discontinue a course, you must complete an enrolment variation form and submit it to the Office of Registrar for processing.

Privacy statement

The information on the *overseas student application for release form* is collected for the purposes of assessing your application for a release letter. If you do not complete all questions on this form, it may not be possible for the application to be processed. You have the right to access personal information that ALC holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Registrar at the following email address: registrar@alc.edu.au

The overseas student application for release form only applies to students on a student visa who have applied to study at another institution within the first 6 months of their principal course at ALC and seek to be released from ALC.