

**International Operations
Murdoch University
Email:
international.operations@
murdoch.edu.au**

Guidelines for Students:

This form only applies to student visa holders who have applied to study at another institution within the first 6 months of their principal course at Murdoch University or are on a Packaged Certificate of Enrolment (CoE) with one of our preferred Pathway Providers and wish to be released from Murdoch University.

We recommend that you consult the [Changing education provider](#) webpage before proceeding with this request.

Steps to follow:

1. Fill in all the details requested below; all fields/questions need a response. Failure to provide adequate information may result in delays in processing this request.
2. Section 3 requires you to provide a written statement to explain your reason(s) for requesting a transfer.
3. Gather all the required documents as per the checklist below:

Offer letter from the new education provider you wish to transfer to

Supporting documents (medical impact statement, letters from support services, letter from sponsor if you are sponsored etc)

Copy of written approval & copy of passport or valid ID from parent or legal guardian if you are under 18 years.

4. Email the completed form along with the supporting documents to *International Operations Office* (international.operations@murdoch.edu.au)
5. You will be provided with a response to this request within **10 working days** after an exit interview with a Student Success Specialist, constituting a complete release application. If you are enrolled at one of our Package Providers, you are not required to complete an Exit Interview and you will receive an outcome within **10 working days** of submitting your complete application.

1. Personal Details

Student Number

Family Name

Date of Birth

(dd/mm/yyyy)

Given Name(s)

Mobile No.

Email Address

Australian Address

Are you under 18?

2. Transfer Details**Current Studies**

Current Pathway Provider (if applicable)

Murdoch Course Title

Commencement Date

When do you want to withdraw from your enrolled units? (If applicable)

New Provider Details

Provider Name

Campus Location

Course applied for

Commencement date

3. Release Request

Please provide a written explanation for why you are requesting release.

Have you engaged with Murdoch University support services?

If yes, please provide details of support you have sought. If no, please explain why not.

4. Student Declaration

- I have read the information given to me on the University [Changing education provider](#) webpage and I am aware that the University will process the request in a manner consistent with the [ESOS Act](#), [National Code](#) and the [International Student Transfer Procedure](#) and may deny the request if it is not consistent with these.
- I declare that the information I have given is true, correct, and complete and is not false or misleading.
- I understand that giving false or misleading information is a serious offence under Australian law.
- I am aware that I need to stay enrolled in my current course until such a time that a decision is made.
- I am aware of the [University Fee Rules](#) regarding refunds.
- I understand that if I request release from the University prior to completing 6 months of my principal course that the University may deny my request.
- I have read and understood the information available at <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>.
- If I am under 18, I am aware that Murdoch must have written confirmation that my parent or legal guardian supports the transfer or if I am not being cared for in Australia by a parent or suitable nominated relative, the receiving provider must confirm they accept responsibility for approving my accommodation, support, and general welfare arrangements in accordance with [Standard 5 \(Younger Overseas Students\) of the National Code 2018](#).
- I am aware that the University will not finalise a release refusal status in PRISMS until either an appeal finds in favour of the University, or I have chosen not to access the complaints and appeals processes within a 20-working day period, or I voluntarily withdraw from an appeal process.

Student Signature

Date (dd/mm/yyyy)

Parent or Guardian Signature (if student is under 18)

Date (dd/mm/yyyy)

5. Agent Declaration

- I declare that I have not counselled the student to leave Murdoch University prior to completion of 6 months of their principal course in order to obtain further commissions from another provider.
- I declare that I have considered whether the individual circumstances of the student indicate that their intention is in their best interests.
- I acknowledge that all necessary components of this Release Request Form have been completed solely by the student and verified by me.

Agency Name

Agent Signature and Date (dd/mm/yyyy)

6. International Operations Use only

- Has the student completed a semester at Murdoch?
- Has the student engaged with a Murdoch staff member or support service?
- Has the student provided a valid offer letter from another institution?
- Is the student under 18 years of age? Is there a letter of support?
- Is the student sponsored or packaged?
- Has the student already had their COE cancelled for other reasons?

Release granted?

Date of decision

Reason for decision:

Authorised Staff Member