



# APPLICATION FOR RELEASE

Received Student Business Services

## INSTRUCTIONS – PLEASE READ BEFORE PROCEEDING

1. You must read [SS 5.4.9 Overseas Student Transfer Policy](#) prior to completing and lodging this form.
2. This form is to be completed by International Students wishing to transfer to another institution prior to completion of 6 calendar months of study of their principal program. You do not need a Release if you have been studying at Bond University for more than 6 months in your principal program (study in a pathway program does not contribute to the 6 months).
3. There are limited circumstances when a release may be granted, please refer to the [2018 National Code](#). You must provide documentary evidence to support your Release application.
4. You must be enrolled in a full-time study load while your Application for Release is under assessment.
5. Bond University will issue you with an outcome for your request for Release within 10 working days of receipt of your application subject to all documentation being provided. The outcome will be emailed to your student account.
6. If the Release is approved and granted, you will be withdrawn from study at Bond.
7. You are strongly recommended to refer to the Immigration Section of the [Department of Home Affairs](#) for advice regarding your student visa.

## STUDENT DETAILS

<b>Student Number</b>	<b>Family Name</b>	<b>Given Names</b>
<b>Current Enrolled Program</b>		<b>Semester</b>
<b>Address</b>		
<b>Email Address</b>		<b>Contact Phone Number</b>

## TRANSFER INSTITUTION DETAILS

Name of transfer institution	
Program to be studied at transfer institution	
Date study commences at transfer institution	

## REASONS FOR TRANSFER

Academic grounds	Compassionate and compelling reasons
Did not meet English entry requirements/Did not complete pathway program	Sponsorship requirements

## CONDITIONS OF RELEASE - YOU ARE REQUIRED TO:

<input type="checkbox"/>	Complete and sign the <b>Application for Release form</b> and submit to Student Business Services at <a href="mailto:Intlsupport@bond.edu.au">Intlsupport@bond.edu.au</a>
<input type="checkbox"/>	Provide a <b>written statement</b> detailing the reasons for requesting a transfer to another institution.
<input type="checkbox"/>	Provide <b>documentary evidence</b> to support your application. Supporting documentation for compassionate or compelling reasons must be from an independent source or authority (a Release will not be granted without supporting documentation).
<input type="checkbox"/>	Attach a copy of the <b>Offer Letter</b> from the institution to which you are transferring.
<input type="checkbox"/>	If you are a sponsored student, you must provide <b>written approval from your sponsor</b> .
<input type="checkbox"/>	If you are <b>under 18 years of age</b> , provide written approval from your parent or legal guardian and, if applicable, the new institution's offer letter confirming suitable welfare arrangements.
<input type="checkbox"/>	Provide evidence if you have <b>not met English language requirements</b> (if applicable).

## STUDENT'S DECLARATION

By signing below: I declare that I have read and understood the [SS 5.4.9 Overseas Student Transfer Policy](#). I declare that the information provided on this application and supporting documentation is true and correct. I agree with the conditions of release set out in this application. I authorise Bond University to process my withdrawal from study if this application is approved and the release granted.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Bond University (BU) may collect personal information about you, including the information on this form. BU collects this information for the purpose of providing services to you and facilitating BU's internal business operations, including the fulfilment of any legal requirements. If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to provide you with the services you are seeking. You may access the personal information BU holds about you in accordance with BU's privacy policy at [www.bond.edu.au/privacy](http://www.bond.edu.au/privacy)

## STUDENT BUSINESS SERVICES USE ONLY

<b>Approved</b>	<b>Not Approved</b>	<b>Date</b>
<b>Name</b>	<b>Role</b>	<b>Signature</b>
Student Business Services +61755954049		International Support Email: <a href="mailto:Intlsupport@bond.edu.au">Intlsupport@bond.edu.au</a>