

Application for Release form

International students



The UTS Release Protocol sets out the guidelines and procedures that govern how UTS will assess requests from international students to transfer to another registered provider before the end of the six (6) month Restricted Period. The Protocol also describes the appeal procedure that applies if a student is not granted his or her request.

You must read the complete [UTS Release Protocol](#) on the UTS website before submitting an Application for Release.

ESSENTIAL INFORMATION

Please send the completed form to compliance@uts.edu.au.

Remember to also attach any additional documentation that supports your application.

UTS will assess and reply to the Application for Release within ten (10) working days of receiving a completed application.

You must remain enrolled in your course until the release application is determined.

The outcome of your Application for Release will be sent to your email address.

DOCUMENTS REQUIRED WITH YOUR APPLICATION FOR RELEASE:

1. A statement of reasons for your release request;
2. Additional documentation that supports your release request;
3. If undertaking a package of courses, written confirmation of release (if your study is incomplete) or a course completion letter and official academic transcript (if your study is complete) from your pathway provider;
4. A full Letter of Offer from the new CRICOS registered provider; *UTS may contact your new provider to authenticate the letter of offer.*
5. If you are **under the age of 18**, UTS must have written confirmation from your parent or legal guardian that supports your transfer to the

new provider. If your parent or legal guardian is not caring for you in Australia, your new provider must also confirm it accepts responsibility for your accommodation and welfare arrangements in accordance with Standard 5 of the National Code.

Your application will not be assessed without the correct supporting documents and signature/s.

REFUND OF FEES

The UTS Refund Protocol sets out the guidelines and procedures that govern how UTS will assess requests from international students for a refund of fees.

A separate Application for Refund is required if you are applying for both a release and a refund.

Once you receive the written outcome of your release request you may then apply for a refund.

PERSONAL INFORMATION (PLEASE USE BLOCK LETTERS)			
UTS Application number or Student number		UTS course	
Family name		Given name(s)	
Are you currently enrolled at UTS?		Yes	No
Contact number		Email address	
Date of birth			
Home country address (Street number & name, Suburb, Postcode, Country)			
		Postcode/Zip code	
Australian address (Street number & name, Suburb, Postcode, Country)			
		Postcode/Zip code	
Your signature		Under 18 Parent/Legal Guardian signature	
Date		Date	