

INTERNATIONAL STUDENTS

(Packaged students not to complete)

Where a student has an enrolment package with Murdoch University, Murdoch University is the principal educational provider. As such, packaged students seeking to transfer to another provider must generally seek a release from Murdoch University directly. However, in the first instance, such students are encouraged to speak to the School to discuss their concerns.

Policy and procedure on transferring to another Education Provider

The following policy and procedure should be followed if a student wishes to withdraw from Murdoch Institute of Technology in order to commence study at another Education Provider.

Policy

A student who wishes to transfer to another Education Provider will be considered for release if:

- he or she has an offer letter from the other Education Provider and,
- his or her parents provide written consent regarding the transfer if the student is under 18 and,
- supporting documentation is provided

A release will not be granted if the requirements listed above are not met.

Procedure

1. The procedure outlined below is at no cost to the student.
2. The student is to meet with Student Services for counselling.
3. Student Services will assess according to the conditions outlined above whether the student is eligible for withdrawal and transfer.
4. If the student is not eligible, the Manager of Student Services/Academic Coordinator is to provide written notification of this

within 14 business days outlining the reasons for the decision. A copy of this notification is to be stored in the student's file.

5. If the student is eligible for withdrawal and transfer and still wishes to do this after counselling, the student is to complete the Notification of Withdrawal form. The student is to be advised that the withdrawal and transfer is subject to parental approval. If the student wishes to request a refund, they are to complete the Request for Refund form. At this stage, the student must also provide a copy of an offer letter from another Education Provider.
6. For students under 18 the parents are to be contacted and asked to complete the Parents' approval for Withdrawal and Refund form.
7. If the student's parents approve the transfer, and the request for release is successful, the release will be marked in PRISMS.
8. Administration and Teaching staff are to be informed of the student's withdrawal.
9. The Notification of Withdrawal form is to be sent to Student Services who will file it in the student's manual file. If applicable, the Request for Refund of Tuition Fees form is to be sent to the College Director who will make a decision regarding the request and pass the form to the Student Records Officer (SRO) if a refund is required. This form is also to be filed in the student's file.
10. If applicable, the Student Records Officer (SRO) is to process the refund. If a student disagrees with a decision made in relation to their eligibility for a release letter or refund then they may appeal the decision. Appeals can be lodged in writing to the College Director of Murdoch Institute of Technology. The College Director will notify the student of the outcome of the appeal.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

Personal details

| | |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): | |
| Family name | |
| First name(s) | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Date of birth (d/m/y) | Student ID |
| Telephone (home/mobile) | |
| E-mail | |
| Full address | |
| City | Postcode |
| Country | |
| Program | |

Privacy: We recommend that you read MIT's Privacy Policy published on our website www.murdochinstitute.wa.edu.au/privacy

Transfer details (Please provide letter of offer)

Please provide details of the program and institution at which you have been offered a place

| | |
|-------------|-------------------------------|
| Institution | Campus |
| Program | Expected commencement (d/m/y) |

Reasons for applying for release

(Please attach supporting evidence)

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Please select reason: <input type="checkbox"/> Program academically unsuitable <input type="checkbox"/> Compelling and/or compassionate grounds <input type="checkbox"/> Other: | |
| Signature | Date |

Student declaration

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Have you attached? Letter of Offer: <input type="checkbox"/> Yes <input type="checkbox"/> No Supporting documentation: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If no, please note that your application will not be assessed until documentation is provided. I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information in relation to my application may delay the processing of my application. | |
| Signature | Date |

APPLICATION FOR RELEASE FORM **INTERNATIONAL STUDENTS**

Return this form to the MIT Office.

Perth

Building 512, Murdoch University
South St, Murdoch, Western Australia 6150
Australia

Tel: +61 8 9360 1700
Email: info@murdochinstitute.wa.edu.au

OFFICE USE ONLY

Student Records Officer

| | |
|---------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> NOT Approved |
| <input type="checkbox"/> Student Services advised | |
| Nominated staff member name | Position |
| Signature | Date |
| Comments | |

Finance

| | | |
|----------------------------------------------------|------------------------------------------|--------------------------------------|
| <input type="checkbox"/> COE – changes made to COE | <input type="checkbox"/> Finance updated | <input type="checkbox"/> Diary Entry |
| Student Records Officer | | Date |

Withdrawal from program

| | | |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Changes made to Edupoint and/or Celcat | <input type="checkbox"/> Email Academic Coordinator and copy teachers | <input type="checkbox"/> MU advised <input type="checkbox"/> COE |
| <input type="checkbox"/> This form has been scanned and placed in the Student Record Folder | | |
| Student Administration Officer | | Date |