

Transfer and Release Request Form

Please read *Section A* before completing this *Transfer and Release Request Form*.

Section A: Important Information

International students who have not completed six months of their principal program at Quantum Institute of Higher Education (QIHE) and wish to transfer to another CRICOS-registered provider must complete this Form. This process is in accordance with *Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018*, which sets out the conditions under which overseas students can transfer between registered providers to ensure compliance with visa and enrolment obligations.

Students must provide valid reason(s) for transfer, supported by documentary evidence. If applying within the first six months of their principal program, requests will only be considered where there are compassionate or compelling circumstances (e.g., serious illness, bereavement, major unforeseen events), if required by law, or if supported by a government sponsor.

Application Process:

1. Complete this Form and attach the necessary supporting documents, including:
 - An unconditional Letter of Offer from the new CRICOS-registered provider;
 - A personal statement and evidence supporting your transfer request (e.g., medical certificates, counselling reports, sponsor letters);
 - Other relevant documents as per QIHE's *Transfer and Release Policy and Procedure*.
2. Submit the completed application and documents to QIHE Admissions via email or in person.

A Release Will Not Be Granted If:

- You have already completed six months of your principal program at QIHE.

A Release Will Not Be Granted If:

- The new program is at a lower Australian Qualifications Framework (AQF) level;
- Your request breaches visa conditions;
- QIHE withdrew your admission offer due to fraudulent, incomplete, or inconsistent documents;
- You have withdrawn/discontinued your studies to return to your home country;
- You have outstanding debts, have not met academic requirements, or have failed to engage with QIHE's support services;
- Adequate evidence has not been provided to support your request.

Processing Time & Outcome:

- Applications are processed within ten (10) working days;
- You will receive the outcome in writing;

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- If approved, you must withdraw from courses via the student portal. Your CoE will be cancelled, and you should contact the *Department of Home Affairs* regarding visa implications;
- If refused, you will be notified in writing and have twenty (20) working days to lodge an appeal under QIHE's *Complaints and Appeal Policy and Procedure*.

For more information, please visit:

[The National Code 2018 Standard 7 – Overseas Student Transfers](#)

[Department of Home Affairs, Genuine Student \(GS\) Requirement](#)

Section B: Student Information

Student ID		Program	
Submission Date		CoE Number	

Personal Details			
Title	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>
			Other <input type="checkbox"/>
Family Name(s)			
Given Name(s)			
Date of Birth		Nationality	
Country of Birth		Email Address	
Passport Number		Passport Expiry Date	
Visa Subclass		Visa Expiry Date	
Telephone Number			
Current Address			

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Sponsorship			
Are you sponsored by a government, scholarship, or funding agency?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide sponsor's name		Contact	
Emergency Contact Details			
Name		Relationship to you	
Contact Number		Email	

Section C: Reason for Transfer & Supporting Documents

Personal Statement
<p><i>Please provide a detailed explanation of your reasons for requesting a transfer and release from QIHE. If you are applying within the first six (6) months of your principal program, requests can only be considered where there are compassionate or compelling circumstances (e.g., serious illness, family crisis, bereavement, major unforeseen events), where required by law or regulation, or if supported by your government sponsor.</i></p> <p><i>Examples of acceptable reasons and supporting evidence include:</i></p> <ul style="list-style-type: none"> • <i>Medical grounds – attach a medical certificate or doctor's report;</i> • <i>Family or personal circumstances – attach relevant documents (e.g., death certificate, police report, counselling report);</i> • <i>Government sponsorship requirements – attach a letter of support from your sponsor;</i> • <i>Program availability or delivery – attach evidence if QIHE cannot deliver your program due to government sanction or loss of registration.</i>

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Supporting Documents Checklist (tick if attached)

- ☐ Unconditional Letter of Offer from the new CRICOS-registered provider.
- ☐ Written personal statement (as above).
- ☐ Medical, counselling, or other professional reports (if applicable).
- ☐ Death certificate, police report, or other official documents (if applicable).
- ☐ Government sponsor approval letter (if applicable).
- ☐ Other supporting documents (please specify): _____

Section D: Acknowledgement and Declaration

By signing this form, I acknowledge and declare that:

- i) All the information I have provided is true and not misleading;
- ii) My transfer and release request will be considered only if I submit this completed *Transfer and Release Request Form*, along with all required supporting documents, and meet the eligibility criteria outlined in QIHE's *Transfer and Release Policy and Procedure*;
- iii) I give my consent to QIHE to verify the information and documents I have provided with the issuing agency or institution, and to check my visa status and conditions using the *Visa Entitlement Verification Online (VEVO)* system;
- iv) I accept all the conditions stated in QIHE's *Transfer and Release Policy and Procedure*;
- v) I have attached all the required documents to ensure my request is processed within specified timeframe;
- vi) I understand that, if approved, QIHE may cancel my *Confirmation of Enrolment (CoE)* and notify the *Department of Home Affairs*;
- vii) If my request is refused, I will be notified in writing and have 20 working days to lodge an appeal in accordance with QIHE's *Complaints and Appeal Policy and Procedure*;
- viii) I understand that all records relating to this request will be maintained in accordance with QIHE's *Records Retention Policy*.

Full Name			
Signature		Date	

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Section E: Important Notes

Important Notes for Students:

- a. Submitting a release request does not guarantee approval; each request is assessed on its merits in accordance with the *ESOS Act* and *National Code 2018*;
- b. A release request cannot be processed if you have an outstanding debt to the Institute (including tuition fees, loans, and fines);
- c. A release request cannot be processed if required supporting documents are not attached;
- d. Requests are normally processed within 10 working days;
- e. Please retain a copy of this completed Form and supporting documents for your own records.

Section F: For Official Use Only (QIHE Admissions Office)

Date Received		Staff Name	
Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		
Date of Decision		Signature	
Notes/Comments:			