

Request to Break a Package Program/ Release or Defer

This form only applies to students who have received their student visa based on a package offer issued by both The University of Sydney and another provider.

Please note that all international student visa holders have mandatory Condition 8206 on their visa, which mean you must remain with the education provider with which you originally enrolled for the first 6 months of the course, or for the duration of the course, if the course is less than 6 months. If you have been granted a visa to undertake two or more registered courses, you must remain with the education provider of the principal course for the first 6 months of the principal course or for the duration of the course, if the course is less than 6 months. The University of Sydney will advise DIAC that you will not be commencing at this institution. You will need to apply for a Student Visa for your new course and DIAC will require evidence that you have been released from the University of Sydney.

Student intending to enrol in further English studies at CET/Embassy CES must complete the Request to Defer Form and obtain a deferred offer to enrol at CET/Embassy CES. Do not complete this form.

Important Information

The University of Sydney will issue the release letter where it is satisfied that:

- A course is academically unsuitable for the student;
- A course is inappropriate for the student (i.e. student is better suited to a different academic environment or course does not meet his/her educational or developmental needs);
- Compassionate or compelling reasons for the transfer exist

International Students should not accept an offer at another institution unless The University of Sydney has agreed to issue the release letter. For information about government requirements please refer to:

http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_pdf.pdf and
http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_7.htm

Applications may take up to three (3) working days to process. For Release Letters collected by a third party, the applicant must provide written authorisation.

Please NOTE:

A Release Letter cannot be issued if:

- you have not attached a copy of your new offer letter;

- The University of Sydney withdrew its offer of admission due the submission of fraudulent, incomplete, or inconsistent documents with your application for admission.

Supporting Documentation

Applications for a release letter will only be considered if you attach the following supporting documents:

FOR deferment:

- A Request to defer form stating preferred commencement date

OR for breaking a package program:

- A Firm Offer of Admission or Confirmation of Enrolment (e-CoE) from another Australian institution;
- A copy of the identification page and your current visa from your passport;
- A certificate of completion or evidence that you have completed your English/Foundation Program
- A copy of your final English (IELTS) or Foundation Result
- If under the age of 18**, a copy of written approval from a parent or legal guardian supporting the transfer is also required.

Lodgement of applications

Please submit your application to

The International Office
Level 4, Jane Foss Russell Building G02
The University of Sydney, NSW 2006

Request to Break a Package Program/Release or Defer

I wish to break the package and enrol at another institution – DIAC will be notified and your e-CoE will be cancelled.

I wish to defer my University offer to study English at another institution (other than CET/Embassy CES) – DIAC will be notified that you will not commence as per your package e-CoE and your e-CoE will be cancelled. Complete the “Request to Defer form” for your deferral to be processed. A new conditional offer will be issued subject to approval of your deferral. A firm offer will be issued when you meet the English requirement. A new e-CoE will be issued when you pay and accept the firm offer.

Required Documentation

For deferment:

A Request to defer form stating preferred commencement date

OR for breaking a package program:

- A Firm Offer of Admission or Confirmation of Enrolment (e-CoE) from another Australian institution
- A copy of the identification page and your current visa from your passport
- A certificate of completion or other evidence that you have completed your English or Foundation Program
- A copy of your final English (IELTS) or Foundation Result
- If under the age of 18**, a copy of written approval from a parent or legal guardian supporting the transfer is also required.

Personal Details

Family Name: _____

Given Name: _____

SID: _____

University of Sydney Course: _____

Package Offer Provider: CET Embassy CES USFP

Current Postal Address: _____

Email: _____

Telephone: _____

Reason/s for breaking Package Program:

- Application for a Student Visa was unsuccessful (provide evidence of rejection of visa application)
- Cannot meet the University’s English Language Requirements or Admission Requirements within a reasonable time frame (please attach evidence of your final result)
- Serious health or compassionate grounds (please provide details and supporting documentation below)
- Demonstrated mismatch between the course offered and the student’s understanding of the course (Please explain below)
- The course is no longer offered by the University of Sydney

Please Note: A Release letter cannot be issued unless the documentation referred to above has been attached. Please sign below to acknowledge receipt of this advice

Student Signature

Student Name

Date