UTA INSTITUTE OF TECHNOLOGY

Request for Release / Provider Transfer

Student administration | Fillable form

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

Release is assessed under National Code Standard 7. For non-school overseas students, the transfer restriction is 12 months of the principal course from 2 October 2026 to 30 June 2027; it reverts to six months from 1 July 2027. A permitted exception or approved release may allow an earlier transfer. Time in a preliminary packaged course is not time completed in the principal course.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

○ Domestic ○ International

Course start date

Current course end date

Principal course code / title

Principal course commencement date

Current CoE number(s)

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2 Proposed receiving provider

Receiving provider name

CRICOS provider code

Proposed course code / title

Proposed start date

Offer letter date / reference

3 Reasons for request

Tick relevant circumstances

- ☐ Compassionate or compelling circumstances
- ☐ UTAIT unable to deliver as agreed
- ☐ Course does not meet documented needs / expectations
- ☐ Misleading advice from provider or education agent
- ☐ Support / wellbeing needs
- ☐ Other reason explained below

Explain why transfer is in your best interests, including support already sought

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4 Supporting documents

Tick documents attached (where relevant)

- ☐ Valid offer from another registered provider
- ☐ Evidence supporting your reason
- ☐ Sponsor approval (if applicable)
- ☐ Other relevant correspondence

List attachments, dates and reference numbers

5 Process and student rights

UTAIT will assess the request under its Student Transfer Policy and provide a written outcome. An approved release is recorded in PRISMS and provided at no cost. Students should seek current visa advice before changing providers. Continue enrolment obligations while the request is considered unless otherwise advised.

If release is refused, UTAIT will give written reasons and advise you of your right to access the complaints and appeals process within 20 working days. UTAIT must not finalise the refusal in PRISMS until the relevant appeal process is resolved, you choose not to appeal within that period, or you withdraw the appeal.

Refunds are assessed separately under the applicable law and Written Agreement. You may lodge a refund claim without this form imposing an extra waiting condition.

Framework: Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 7 and 10, including the transfer restriction amendment effective 2 October 2026.

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6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand the request does not itself authorise transfer or determine a refund. I authorise UTAIT to verify the attached offer and supporting evidence as needed for this assessment.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

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7 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Restriction / exception / release assessment and dates

PRISMS release effective date / reference

Receiving provider / student notified date