**SAMPLE LETTER 1**

Warning /Show Cause Letter (Unsatisfactory Course Progress)

[Date]

[Student name]

[Address line 1]

[Address line 2]

[Address line 3]

Dear [Student’s name]

**Re: Unsatisfactory course progress – Warning/Show Cause – Intervention Strategy**

Your academic progress in [course] has been reviewed in accordance with the course progress policies of [provider] and is considered unsatisfactory.

As such, [Provider] is considering reporting you to the Department of Immigration and Citizenship (DIAC) for unsatisfactory course progress. If you are reported, you will be excluded from the [course] in which you are enrolled. If you are reported and excluded from the course, you will be automatically withdrawn from the [course]. If you do not wish to be reported and excluded from the course, you have the opportunity to show cause, as to why you have not achieved a satisfactory standard of academic progress.

Your enrolment in [course] began on [course commencement date]. During the orientation programme, you were informed of the student visa condition relating to course progress and signed a statement acknowledging the student visa conditions.

[Provider] has established policies and procedures which detail the minimum academic standard students are expected to maintain to be allowed to continue with their studies. These are outlined under [Provider Policy – web address/ or see attached].

**Intervention Strategy**

Under the [Provider Policy], a student has made unsatisfactory progress if the student has not successfully completed or demonstrated competency in at least 50% of the course requirements in a study period, or subsequent study periods.

As you are now identified as [making unsatisfactory progress/ at risk of making unsatisfactory progress], [provider] will now implement our intervention strategy for you.

An appointment has been scheduled with Course Co-ordinator and Student Welfare officer on **[date]** and **[time]** and **[location]** to discuss an intervention strategy for you. You must attend this meeting.

If this time is not suitable, you must contact us immediately to schedule an alternative meeting.

At this meeting, you may wish to address issues relating to any compassionate or compelling reasons which have contributed to your unsatisfactory academic progress and discuss any problems you may be experiencing, or explain why you cannot meet the deadlines and to seek approval for a later submission date.

If you do not attend the meeting or contact us to reschedule this appointment by [deadline date], this may result in [Provider] reporting you to DIAC for unsatisfactory academic progress and exclusion from your [course]. This may result in the cancellation of your student visa. For advice on this issue, you may wish to contact an [International Student Advisor] on [telephone].

Yours sincerely,

[Principal Executive Officer]

Encl:

1. Unsatisfactory Academic Progress Policy

CC: Student Services