
Appendix A – sample first notification letter

Name

Address

Email

Dear [learner name]

First Notification Letter - Learner Attainment and Attendance

I have been informed by [staff member] that you have [not been attending class and/ or achieving assessment requirements] as outlined in the enrolment requirements of your programme. You are aware that a condition of your visa to study at the Institution is that you must meet the attendance and attendance requirements of your programme.

This is your first notification letter. A copy of this letter is being sent to your parents (if applicable). Please note that we view this situation very seriously. Your attendance/ attainment will continue to be monitored closely.

If, after fourteen (14) working days, your attendance/ attainment is still below the acceptable level you will receive second and final notification letter requiring you to attend a formal meeting with the Academic Director, Te Kaihāpai and Student Success. If such a meeting is required, it will be decided at this meeting if you can continue your studies at the Institution or you may be asked to leave. If you are asked to leave, Immigration New Zealand will be advised, and your learner visa may be revoked.

You have the right to have an advocate/ support person at this meeting and to call on others to give evidence of your situation.

If you wish to discuss your situation with a member of the Student Success team, please email at [.....] or phone [.....].

Your Sincerely,

Head of Programme/ Department