
Appendix B – sample second notification letter

Name

Address

Email

Dear [learner name]

Second and Final Notification Letter - Learner Attainment and Attendance

We have been informed that you have not been attending classes and/ or achieving the assessment requirements of your programme,

Please find attached a copy of the first notification letter already sent to you outlining our situation with regard to your non-attendance and/or attainment.

This is the second and final notification letter.

You are required to come to a meeting at [time and place] on [date] to meet with the Academic Director, Te Kaihāpai and Student Success to discuss the situation. At this meeting, depending on your circumstances, you may enter into a signed agreement to adhere to your programme requirements or proceedings may start to terminate your enrolment at the Institution.

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

If we have not heard from you by [date] procedures will commence for your withdrawal from the Institution and your enrolment will be terminated. Immigration New Zealand will then be advised of your termination, and this may result in your learner visa being revoked.

Your Sincerely,

Head of Programme/ Department