
Appendix C – sample learner agreement

LEARNER AGREEMENT

I, [learner name] understand and accept that because of my poor attendance and/or unacceptable level of attainment, my continued enrolment in the [name of programme] is dependent on my meeting the following criteria:

1. I must attend 100% of classes and tutorials for which I am enrolled. A record will be kept of my attendance.
2. If I cannot attend a class, I will inform Student Success at [student success email address] <mailto:> and provide sufficient evidence to support my absence, such as a medical certificate.
3. [a or b]
 - a. [If I miss classes but have not received the first and second notification letters, the institution policy *International Learner Academic Attendance and Attainment* will be implemented. I will receive a first notification letter reminding me of my obligations, and if I continue to make unsatisfactory progress, I will receive a second letter requiring me to attend a meeting with the Academic Director where it may be decided that my enrolment at the institution could be terminated.]

OR

- b. [If I continue to be absent from classes or fail to achieve assessment requirements and have previously received from the institution first and second notification letters, I will be required to attend a final meeting before the institution instigates the termination of my enrolment.]
4. If I do not pass at least half of the credits for which I am enrolled in for this academic year I will not be allowed to continue studying the [name of programme]
5. To encourage and monitor my progress I will meet regularly with Learning Support until deemed necessary by the institution.
6. To increase my study skills I will attend, as directed, appointments with Learning Support.
7. It is my responsibility to ensure that the school has an up-to-date address and contact information for the duration of my study.

.....(Signed).....(Date)

[Learner Full Name]

.....(Signed).....(Date)

[Head of Department]