<Date>

<Student Full Name>

*(For primary school students: send only to parent (direct or via agent) and also approved relative, where applicable. High school students should be given this letter with a copy to parent/ approved relative by email.)*

**BY EMAIL: <****name@email.com****>**

Or

**HAND DELIVERED**

(***BY POST: <insert postal address>*** *where the above options are not available*)

Dear <Student First Name>

**AT RISK NOTIFICATION: Course Progress at <School Name>**

Your enrolment in <course name> with <School Name> commenced on <date>. As part of the pre-arrival and orientation program you were informed of your student visa conditions relating to course progress. You must meet your course requirements, remain enrolled and maintain satisfactory attendance and course progression.

The International Student Programs (ISP) entry and course requirements standard outlines the minimum overall achievement required to maintain satisfactory course progression at the end of each study period. I have **attached** a copy of the standard for your records.

Your visa requires that you achieve satisfactory course progress for the duration of your study.

I have reviewed your academic performance over the period <date> to <date> and have identified that you have not met course progress requirements for this study period for the following reasons:

<Select relevant reasons only>

* Your course progress is such that you will be unable to complete the course/within the expected duration *(this includes where a student will not be able to meet the entry requirements for a subsequent EQI course or for example, if a senior high school student, becomes ineligible for a QCE)*
* <Insert relevant criteria for making satisfactory course progress for *their* course – from Entry and course requirement standards and consider if an approved temporary suspension may have contributed to the course progress as per the Course progress – subclass 500 (schools) visa procedure>.
* You have been identified by your teacher/s as requiring support to ensure satisfactory course progress
	+ <List all relevant comments from teachers about the student’s relevant conduct in class, attitude, issues with attendance etc. and include the teachers’ names and the class/subject they teach>
* Your end of semester/mid-term report indicates you are at risk of failing to make satisfactory course progress in the following subjects:
	+ *<list results and effort where the student is not meeting the required standard*>.
	+ *<list results and effort where the student is not meeting the required standard*>.

Your course progress to date/ Chronology of course progress

*In this section of the letter, you provide in chronological order (earliest to latest) a timeline of the student’s course progress. This should be brief and factual. The information provided should allow any reader to quickly become familiar with the events to date.*

*List details of any:*

* *written plans or agreements regarding the student’s academic performance or effort;*
* *relevant information for the student and their parent to consider; and*
* *include all details of what you have done/what the teachers have done, so far, to help the student.*

|  |  |
| --- | --- |
| Date | Event |
| <day>, <month>, <year>. | Name, International Student Coordinator issued you with written notice about your course progress |
| <day> <month> <year> | You met with <names, job titles> to discuss your results/subject achievement and develop a plan to improve your results/subject achievement. |
| <day> <month> <year> | Insert details of any plans / intervention strategy used. |

I have **attached** the documents outlined in this chronology for your records.

Material considered

*This is a list of information/documents you have considered – don’t add commentary.*

*List all the relevant documents e.g., OneSchool records, in date order.*

*All relevant documents (e.g., reports, OneSchool records, Standard Terms and conditions and course procedures) must be* **attached**.

* Course progress – Subclass 500 (schools) visa procedure
* Enrolment agreement
* Your end-of-semester school report
* OneSchool record of contact.

I have **attached** a copy of these documents for your records.

What happens next

*The reader should be able to take informed action based on this information.*

You must attend a meeting at <time> on <day and date> (*must be within 10 working days of issuing this letter*) at <location> with me and:

* + <Name>, International Student Coordinator
	+ <Name>, Guidance Officer
	+ <Name>, Teacher
	+ <Name>, Head of Department.

The purpose of this meeting is to discuss support that can be offered to you by:

Identifying any reasons for unsatisfactory course progress;

Discuss possible solutions to assist in rectifying the problem (i.e., arrange for additional English language tuition, counselling services, improve time management strategies etc.); and

Complete an intervention plan.

<Your parent/approved relative/homestay provider should attend this meeting with you.>

If you are having problems with particular subjects, there are people at school who can help you. Make sure you ask your <teacher> for help <and you should also speak to your English as an Additional Language/Dialect (EAL/D) teacher/school guidance officer/*insert other relevant name and position*>.

If it is a personal problem you can speak to me, the school guidance officer or you might like to contact:

* + <list support people and support services, for example->
	+ your parent
	+ your homestay family
	+ a doctor(*I can help you to find a local General Practitioner, if you don’t already have one*);
	+ *Kids Helpline* [*https://kidshelpline.com.au/*](https://kidshelpline.com.au/) *or 1800 55 1800;*
	+ *Lifeline* [*https://www.lifeline.org.au/*](https://www.lifeline.org.au/)or *13 11 14;*
	+ Beyond Blue[*https://www.beyondblue.org.au/*](https://www.beyondblue.org.au/) *or 1300 22 4636;*
	+ *Headspace (see* [*www.headspace.org.au*](http://www.headspace.org.au)*);*
	+ *The Translating and Interpreting Service (TIS National) provided by the Department of Home Affairs may be available for some of these services, please see* [*https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions*](https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions) *for further information. You can contact TIS National on 131 450.*

Compassionate or compelling circumstances

If your unsatisfactory course progress is due to compassionate or compelling circumstances (see your enrolment agreement, **attached**) please tell me and bring any evidence (for example, medical certificates, evidence of unforeseen family circumstances) to the meeting on <insert day and date from above>. Raising this with me, at your earliest opportunity, will allow the school to better support you to meet the requirements of satisfactory course progress. A temporary suspension of your enrolment may be possible in compassionate or compelling circumstances.

Please be aware that if your course progress continues to be unsatisfactory across two consecutive study periods, we will refer this matter to the Director, International Student Programs, EQI who will be required to report you to the Commonwealth Government, Department of Home Affairs (DHA) which may result in your student visa being cancelled.

You must pay close attention to your studies from now until the end of your course. Please take full advantage of the support that <School name> offers, we are here to help.

*(For high school students, keep the following text)* This letter will be forwarded to your parents, so they are aware of your course progress.

Should you have any concerns about this notice or if you or your parents have further information, evidence or materials you would like me to consider, please contact me, as soon as possible.

Yours sincerely

<Name>

Principal (or delegate)

<School Name>

<Signature block, with contact phone number>

*(cc: Parent/ Agent/ approved relative/destination school (if applicable)/ Director, ISP)*