**Instructions for Use**

* Sample formal communications to overseas onshore students to warn them of possible reporting to the Department of Education and Training
1. At Risk of Unsatisfactory progress - failure to make satisfactory progress for one compulsory study period – formal warning
2. Unsatisfactory progress - failure to make satisfactory progress for two consecutive compulsory study periods – notification of intention to report
* Manager / Director to sign letter.
* Copy of signed and dated letter to be placed on student file.
* Where the student is under 18 years of age a copy of the letter must be sent to the student’s guardian, as advised by VUI.
1. **At Risk of Unsatisfactory Progress - Failure to meet progress requirements for one compulsory study period**

<insert date, in full eg 25 January 2018>,

Dear <student name>

**RE: FAILURE TO MEET PROGRESS REQUIREMENTS IN COURSE FOR ONE COMPULSORY STUDY PERIOD**

This letter is a formal notification that you have been deemed to be at risk of unsatisfactory progress in your course <insert course name> for the compulsory study period <insert study period number>, <insert year>. This determination was made since you did not satisfactorily complete more than 50% of the course requirements undertaken throughout the study period.

This is a very serious finding and we need to take urgent action to get your studies back on track.

I have scheduled a Course progress Review meeting with you so that we can develop a plan to assist you in submitting / completing required work or to repeat units not satisfactorily completed where necessary. The details of the meeting are:

<insert date, time and location>

It is very important that you attend this meeting. You may bring a support person with you and/or any documentation that you wish to present. If you are unable to attend you should contact me to arrange an alternative time.

Victoria University provides a range of services that can support you to maintain your studies, they include:

Learning Support

Student Advocacy

Counselling

Disability Support

Health and wellbeing advice

You may wish to speak with staff from these services prior to our meeting. You can access more information and contact details for these services on the VU website at https://www.victoriapolytechnic.edu.au/services-support

You need to be aware that if you do not make satisfactory course progress for two consecutive compulsory study periods you will be deemed to have made Unsatisfactory Progress, we are obliged to notify this to the Department of Education and Training, which may result in the revocation of your student visa.

My contact details are: Phone <insert VU phone number> and email: <insert VU email address>.

Yours sincerely,

<Manager name>

Manager, <department>

1. **Unsatisfactory progress - Failure to meet course requirements for two consecutive compulsory study periods**

<insert date, in full eg 25 January 2018>,

Dear <student name>

**RE: UNSATISFACTORY PROGRESS IN COURSE**

This letter is a formal notification that you have been deemed to have made unsatisfactory progress in your course <insert course name> as a result of not making satisfactory progress for two consecutive compulsory study periods, <first compulsory study period, year> and <second compulsory study period, year>. This is a very serious finding, and we are now obliged to notify the Department of Education and Training. This may result in the cancellation of your Australian Student Visa.

You may appeal the finding of unsatisfactory progress and/or the decision to report this finding on the following grounds:

* 1. The Polytechnic failed to determine or record your progress accurately;
	2. Compassionate or Compelling Circumstances; or
	3. The Polytechnic did not implement an agreed intervention strategy when you were deemed at risk of unsatisfactory progress.

You have 20 working days from the date on this letter to appeal. You must submit your appeal in writing directly to me at : <insert email and postal addresses>

Victoria University’s Student Advocacy service can provide advice and assistance in relation to your appeal. You may wish to contact them on 9919 5400:

* If your appeal to Victoria University is unsuccessful, you can follow this with a further appeal to an external mediation agency, such as the Overseas Student Ombudsman. You can contact the Overseas Student Ombudsman on 1300 362 072 or through their website (http://www.ombudsman.gov.au/about/contact-us).
* You will have a further 20 working days from the date you receive written notification of the outcome of your internal appeal to lodge your external appeal.
* You are liable for any costs incurred through lodging an appeal through an external mediation agency.

If you choose not to appeal, or if your appeal/s is unsuccessful, Victoria University will be reporting your breach of student visa conditions to Department of Education on a date to be nominated after this process is finalised.

Yours sincerely,

<Director name>

Director <centre>