

Template - 07042010:

• **International Student Non Attendance at Classes – First Warning Note**

ID:

DATE:

NAME
ADDRESS
Email:

Dear NAME,

Re: Non-Attendance at Classes – First Warning Note

Please be informed that it has been brought to our attention that you have not attended some classes this semester. As an on shore International Student holding a student visa, enrolled in _____, you are required to comply with a number of conditions relating to that visa [as per ESOS Act 2000], including attending at least 80% of your scheduled hours in a semester. Your projected attendance for the semester is currently approximately 90%.

Failure to comply with your attendance requirements can lead to the cancellation of your visa and ultimately, your early departure from Australia. It should also be noted that, under federal legislation, University of Ballarat must report a student who can no longer achieve 80% attendance to the immigration authorities.

If you miss 20% of your scheduled hours this semester, University of Ballarat will be forced to notify your breach of satisfactory attendance to the Secretary of DEEWR through PRISMS.

It is important to ensure that you attend all classes. If you are sick you may submit a doctor's certificate, however, you will still be recorded as absent.

In order to discuss any difficulties you may be experiencing that are affecting your attendance please contact me on telephone XXXXXXXX or email XXXX.

You may also wish to contact an International Student Advisor at University of Ballarat to discuss this matter in confidence. The contact details are:

XXXXXXXX: Telephone XXXXXXXX / email XXXXXXXXX

Yours sincerely,

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