

Attendance Warning Letter

Date: *(insert date)*

Student Name: *(insert details)*

Student Number: *(insert details)*

Student Address: *(insert details)*

Dear <Student Name>

Our attendance records are showing that your current projected attendance you will be at risk of falling below the minimum 80% average attendance requirement.

The reason your average attendance is at risk of falling below this requirement is that you have either:

Been absent for more than 5 consecutive days without a satisfactory reason

Or

Have irregular attendance without a satisfactory reason which has caused your projected attendance to fall below 80% for the term.

Please be advised that it is a requirement at Ultimate Institute that you attend your scheduled classes, and/or seek assistance from your trainers, so that you can successfully complete the units and the course.

If your attendance falls below 80% and if you have unsatisfactory course progress in two consecutive study period (term), Ultimate Institute is obliged to report your performance to DIBP PRISMS resulting in breach of your visa conditions.

If you have any reasons as to why you will be not being able to attend the course at the required hours per week, you **must** contact Ultimate Institute in person **immediately** and arrange a meeting with the Training Manager to discuss how we can improve this situation.

At Ultimate Institute of Australia our aim is to assist your satisfactory progression through your chosen course of study. We are very pleased to discuss any attendance problems and reach satisfactory solutions.

Yours sincerely,

[Full Name]

Student Administration

Ultimate Institute Australia