

Behaviour Warning Letter

Date: *(insert date)*

Student Name: *(insert details)*

Student Number: *(insert details)*

Student Address: *(insert details)*

Dear Student,

We have received a report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when we have been informed that you [INSERT SUMMARY OF INCIDENT].

We must inform you that Ultimate Institute does not tolerate conduct of this nature on its premises and will act to defend its trainers, staff, students and other members of the institute community.

We are therefore putting you on notice that, if we receive a further report of unacceptable conduct from you, we will have no option but to instigate the formal disciplinary procedure to suspend or cancel your enrolment. A copy of the Student Conduct and Discipline Procedure for dealing with unacceptable behaviour is attached for your consideration.

If you have any concerns about the Institute which have led to your unacceptable conduct, you should raise these with the Institute in accordance with the Institute's Complaints and Appeals Policy, a copy of which is attached for your consideration.

At Ultimate Institute our aim is to assist your satisfactory progression through your chosen course of study. We are pleased to discuss any issues or problems you may have and reach satisfactory solutions.

Yours sincerely,

[Full Name]
Student Administration
Ultimate Institute Australia