{Date}

{Student Full Name}

*For primary school students: send C/-parent and a copy to agent/ approved relative, where applicable.*

*For high school students: issue to the student and send a copy to parent/ approved relative by email.*

**BY EMAIL: {**[**name@email.com**](mailto:name@email.com)**}**

Or

**HAND DELIVERED**

*Post where the above options are not available*

Dear {student first name}

**Warning: Course Progress at {school name}**

I have reviewed your academic performance over the period {date} to {date} and I have identified that you are at risk of not achieving satisfactory course progress as outlined in the International Student Programs (ISP) entry and course requirements standards

This is your first and final warning. If you do not make satisfactory course progress by the end of the semester, I will refer this matter to the Director,, Education Queensland International for a decision about whether or not to report your unsatisfactory course progress to the Commonwealth Government (please see attached Course progress – subclass 500 (schools) visa procedure for further details) and cancel your enrolment.

Maintaining satisfactory course progress is a condition of your student visa.

**Material considered**

*This is a list of information/documents you have considered – do not add commentary.*

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

*The facts outlined below are based on the materials considered.*

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

* [Course progress – subclass 500 (schools) visa procedure](https://ppr.qed.qld.gov.au/pp/course-progress-subclass-500-schools-visa-procedure)
* Enrolment agreement
* {Letter from X regarding your course progress, dated XX}.
* Your end-of-semester school report
* OneSchool record of contact.

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

**The facts**

In this section of the letter you tell the story, in order of events (earliest to latest). The story should make sense, so that a person not involved in this matter can read this letter and understand what has happened and why you have issued this letter.

These facts are based on the documents listed above under materials considered.

* Satisfactory course progress for your course requires:

{Insert relevant criteria for making satisfactory course progress for *their* course – from ISP entry and course requirement standards}.

* {Name}, International Student Coordinator issued you with written notice about your course progress on {day}, {month}, {year}.
* On {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.
* Insert details of any plans / intervention strategy used.
* Your end of semester 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*}.
* {Your teacher/s has/have told me:
  + 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
* {You must make sure that all assessment is completed and handed in to the class teacher, on time, as this is part of your school course requirements.}
* {List details of any written plans or agreements regarding the student’s academic performance or effort, if not detailed above.}

{List any other relevant information for the student and their parent to consider, include all details of what you have done/what the teachers have done, so far, to help the student}.

**What happens next**

* You must attend a meeting at {time} on {day and date} at {location} with me and:
  + {Name}, International Student Coordinator
  + {Name}, Guidance Officer
  + {Name}, Teacher
  + {Name}, Head of Department.
* We will assist you by developing a plan to improve your results.
* {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 compassionate or compelling circumstances apply (see your enrolment agreement, **attached**) please tell me and bring any evidence (for example, medical certificates) 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 remember that if you do not make satisfactory course progress EQI may report this to the Commonwealth Government and this may affect your student visa. If EQI reports your unsatisfactory course progress to the Commonwealth Government, EQI will also cancel your enrolment at school.

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: {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

{signature block, including contact details}

{Name}

Principal (or delegate)

cc: parent/ agent/ approved relative/destination school (if applicable)/ Director, ISP / destination school if applicable

Attachments:

1. Enrolment Agreement.
2. Course progress – subclass 500 (schools) visa procedure

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/course-progress-subclass-500-schools-visa-procedure> to ensure you have the most current version of this document.