STRATHFIELD COLLEGE

A Member of The Australian Vocational Institute Group Pty Ltd

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Student Attendance Appeal Letter

To:
VET DoS,
Strathfield College
Date :

Student Name:		
Student ID Number:		
Student email address:		
Course enrolled in:		
Course start date: End date:		
Units completed:	Units Competent:	Units NYC:
Date Notification sent:		
End date of Appeal:		
Marketing Officer:		

Dear VET DoS,

I have received a Notification of Intention to Report to DIAC for unsatisfactory attendance.

I want to appeal this notification on the grounds of:

   a. My attendance has been incorrectly calculated AND / OR

   b. I have a doctor's certificate or other evidence to show good reason for my absence OR

   c. **Other reason – specify** _____

My evidence to support this is: _____
**(Eg. Doctor's Certificate, evidence of personal trauma, proof of submitted assignment,
description of your academic progress, full attendance during the 20 working day appeal
period etc.)**
Do not write more than 80 words.

_____

_____

_____

_____

_____

I , agree to attend class on regular basis.

Conditions of Appeal Granted:

Attendance will be monitored during the remainder of this term.

Any leave must be approved in advance.

Class and assessment performance will be monitored.

Only one appeal may be granted during your course duration.

These conditions must be followed. Failure to follow these conditions will be considered a breach of the approved appeal process.

Signed:

Student _____   Date _____

Translator _____   Date _____

VET DoS comments:

Appeal granted: **Yes**   **No**

VET DoS Signature: **Date:**