

Date

First Warning Letter –Attendance

To the Parent/Guardian,

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), St. Maroun's College intends to report **STUDENT NAME** to the Department of Immigration and Border Protection (DIBP) for UNSATISFACTORY ATTENDANCE.

Under the Migration Act 1958, student visa condition 8202, **STUDENT NAME** is in breach of the following:

- Maintain enrolment in a 'registered course'
- Attend classes at the required minimum of 85%
- Achieve a satisfactory academic result in **SUBJECTS**

According to our records, **STUDENT NAME** has **NOT** achieved satisfactory attendance as defined in the National Code of the ESOS Act and the College's Course Progress and Attendance Policy. The College Attendance Policy is a minimum of **85%**.

The College is requesting an interview with you to discuss this issue. Please refer to the St. Maroun's College *Complaints and Grievances Policy* for International Students to resolve this issue.

Please contact the College during school hours on (02) 9559 2434 to make arrangements to resolve this issue.

Yours sincerely,

Sister Josephine Wehbe, mshf
Principal

Natalie Luu
International Student Coordinator
(K-12)