

## Appendix B - sample second notification letter

Name  
Address  
Address

Email:

Dear [learner name]

### **Second and Final Notification Letter – Learner Attainment and Attendance**

We have been informed that you have not been attending classes and/or achieving the assessment requirements of your programme as required.

Please find attached a copy of the first notification letter already sent to you outlining our position with regard to your non-attendance and/or attainment.

This is the second and final notification letter and a copy is being sent to your parents (if applicable), the International Learner Advisor and the programme leader.

You are required to come to a meeting at [time and place] on [date] to meet with the Te Kaihāpai, the Head of College/Department (or delegate), and the International Learner Advisor to discuss the situation. At this meeting, depending on your circumstances, you may enter into a signed agreement to adhere to your programme requirements or proceedings may start to terminate your enrolment at Otago Polytechnic Limited.

You have a right to have an advocate/support person at this meeting, and to call on others to give evidence in support of your situation.

If we have not heard from you by [date] procedures will commence for your withdrawal from Otago Polytechnic Limited and your enrolment terminated. Immigration New Zealand will then be advised of your termination and this may result in your learner visa being revoked.

Yours sincerely,

**Head of College/Programme Head**

College: