<COURSE COORDINATOR TO ENTER PERSONAL CONTACT DETAILS IN LETTERHEAD>

<DATE>

<STUDENT ID NO.>

<STUDENT NAME>

<ADDRESS>

Dear <STUDENT NAME>,

**RE: EARLY INTERVENTION FOR INTERNATIONAL STUDENTS STUDYING IN AUSTRALIA – RED RISK**

It has been determined that you are at risk of not making satisfactory course progress in the <NAME OF COURSE>.

(1a) As required under the University’s Early Intervention Strategy I am now counselling you to undertake the following action(s):

< Course Coordinator to provide details on one or more applicable activities, and delete those not being used>

|  |  |
| --- | --- |
| • Referred to Academic Skills Office for assistance with academic skills |  |
| • Referred to First Year Advisor for assistance with academic skills, if student is in 1st Year |  |
| • Referred to Student Assist for assistance with any personal issues influencing progress |  |
| • Reminded to attend all tutorials and lectures for future units |  |
| • Be placed in a suitable alternative unit within a course or a suitable alternative course |  |
| • A reduction in course load (CC to liaise with International Precinct if wishing to use this option) |  |
| • other: <CC to specify> |  |

Yours sincerely,

<NAME>

Course Coordinator

cc Bronwyn Gilson, International Services & Compliance Manager (bgilson2@une.edu.au)

Honey Greenwood, UNE Business School (hgreenwo@une.edu.au)