

***Appeal Against Suspension, Exclusion and/or Termination – Letter Template***

Name  
Address  
Phone Number  
Email Address  
Student Number

Date

Dear Re-Enrolment Appeal Committee,

**Section One (one paragraph)**

Provide an initial summary of the reason(s) for your appeal, such as personal, health or academic issues.

**Section Two (no more than two paragraphs)**

If you are facing Suspension or Exclusion, outline the nature of the problem(s) and how they have impacted on your studies.

If you are facing Termination, please address the issues which have affected either your studies in the course(s) which you have repeatedly failed, or your ability to complete your program within the maximum time.

This section can be laid out in sub-headings with short explanations referring to your supporting documentation.

**Section Three (no more than five paragraphs)**

Provide an explanation of how you have resolved the problem(s), or intend to address the issue(s), so that your studies will not be affected in future; you should do so by outlining what steps you will take and what changes you will make (or have made), to ensure that you will be successful in your studies should you be allowed to continue.

For example, you have sought academic advice and have reduced your study load to two courses, you intend to work less hours during the following term, you intend to improve your study skills, you have made an appointment with the appropriate support service.

If you have chosen to remain enrolled in the current teaching period, provide some information to the Committee on how your studies have been going.

The above are examples only and will not be applicable to every student. The Committee want you to demonstrate that you have considered and acknowledged the reasons why you have not made satisfactory progress, and that you have identified and implemented changes that you believe will improve your performance going forward.

If you are in the final year of your degree, please confirm the number of units of credit outstanding, and which courses you intend to study, in each of your remaining terms in order to complete your degree.

This section can be laid out in sub-headings and you should refer to the supporting documentation you provide to demonstrate the steps you have already taken.

Your sincerely,

Student Name  
Student Number