

Date: 13/02/2015  
Student ID: lcc201421  
Course Name : MANAGEMENT OF INFORMATION SYSTEMS  
Surname: Hristova  
First Name: Gabriela  
Address: 4 Ruscoe Road,London,E16  
1JB,United Kingdom

**Re: Informing about your absence for 10(ten) Contacts**

Dear [DATA=student\_title]name[/DATA] Gabriela Hristova,

Our record shows that you have already missed ten or more teaching contacts/sessions. Our record also shows that we have sent you several reminder letters previously reminding you the College Attendance Policy, your attendance record and invited you to discuss with us if you are having any difficulties. Despite our several reminders, your attendance has not been improved and/or your absence could not be justified due to lack of supportive documents. In these circumstances, we are in process to remove you from the course.

This is for favour of your information please.

Should you require any further assistance regarding this issue, please do not hesitate to contact me during our office time.

Yours sincerely,



Syed A Murshed

Director of Monitoring and Information Technology

**College Attendance Policy**

Students are expected to attend all their classes. If a student misses 4 or 7 expected teaching sessions, we will, following college policy, send a reminder letter. If a student misses ten expected teaching sessions/contact, we may, following the college attendance policy, inform relevant sponsor.

**What will Happen Next**

**Termination Letter**

Following the notification, we will send you termination letter within two weeks and your record will be amended accordingly. After your termination, all of our services will be withdrawn permanently.

\*\*Please note it is the student's responsibility to attend the classes. The college reserves the right to comply with college attendance policy without providing notification to students.