Date

**Student’s Name:**

**Student ID:**

Dear or Kia Ora [student’s name]

Re: Attendance of [Course Code and Name] in the [Programme Code and Name] in which you are enrolled.

We regret to inform you that your attendance at required sessions (face to face or online) has fallen below 90%. Attendance is a condition for maintaining a student visa and Immigration New Zealand needs to be informed of any failure to attend.

If you do not contact Whitecliffe to discuss and, if possible, resolve your lack of attendance you will be withdrawn from the Programme, Immigration New Zealand will be informed, and you will lose your study visa. A decision will be made within the next few days by the Head of School, in consultation with the International team, who will notify you of the outcome.

You can gain advice from the school, or International staff.

Ngā mihi/Yours sincerely

Head of School

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