Name

Student ID
Email

Date

Chair

Academic Progress Committee

Faculty of XXX

To Whom It May Concern

**Notice of Referral and Hearing**

I am writing in response to the Notice of Referral and Hearing (NoRH) I received on date, which states that I have state reason/s from below:

* You have failed to satisfactorily complete the National Literacy and Numeracy tests (LANTITE) by December 31 in the first year of enrolment or after attempting 48 credit points of study, whichever is the later.
* You have not attempted the Numeracy component of LANTITE and not achieved the standard.
* You have not attempted the Literacy component of LANTITE and not achieved the standard.

I was unable to meet my course requirements due to the following.

**Personal/Academic Circumstances**

Describe in detail the personal or academic issues you faced and how these issues impacted your ability to study. Explain events in chronological order. You may use bullet points or subheadings. Detail why you **failed** the LANTITE test or why you **did not register** to sit the test. [Remember to explain why you did not register for 3 attempts]

**Plan for 2020**

Provide details of your plan to address the issues that have impacted your ability to pass the LANTITE test. Include steps that you have undertaken or intend to undertake e.g. employed a tutor, completed the literacy and numeracy program on moodle, completed the ACER sample questions, enrolled in the education faculty Literacy and Numeracy development program, researched the Department of Education and Training website, LILO program, joined a club, met with a learning skills adviser, attended counselling, English Connect.

State if you have previously received an NoRH and explain the parts of your plan that were successful and what needs to change.

*Conclusion*: Reinforce your plan and summarise why it is important to continue studying. State how your course is important to your future. Keep this section brief.

Thank you for your careful consideration of my case. Include any final remarks e.g. going overseas or on a trip (provide dates), unable to attend your hearing in person.

Yours sincerely,

Name

*\*Attach this statement to your Student Response Form.*

*\*\*Please limit to 2 pages*

*\*\*\*Once complete, please remove yellow highlighted text.*