[Name]

[Student ID]  
[Address]  
[Email]

[Insert date]

Chair

Academic Progress Committee

Faculty of [……………..]

Dear Sir or Madam,

**Ref: Notice of Referral and Hearing**

I am writing in response to the NoRH received on [insert date], which states that I have [state reason given, e.g. failed more than 50% units enrolled].

In 2015, I was unable to meet my course requirements/pass my units due to [provide brief summary of what went wrong in and how this will be managed in the future].

[Describe in more detail:

* What happened in 2015 – use bullet points, timeline of events, list personal, financial or academic issues and explain what the impact was
* The details of your plan to improve the identified issues that have impacted on your study? If you have already taken steps of action in your plan, e.g. enrolled in SMART program, joined a club, met with a learning skills adviser, found a tutor or met with counselling service it is good to state this in your letter.
* If you have been through APC in the past, explain what has changed, what hasn’t, how can you convince the reader that you will complete your course if allowed to continue

[Conclusion: opportunity to reinforce in summary form why you should be allowed to remain in your course. Also explain why you want to be in this course and what you see yourself doing as a career.]

Thank you for your careful consideration of my case. [Include any final remarks e.g. going overseas, trip, unable to attend your hearing in person]

Yours Sincerely,

[Name]