26/06/2025 Student ID No.: [Insert ID]

«FirstName» «LastName»

«StreetAddress1» «StreetAddress2»

«City» «State» «Postcode»

«StudentEmail»

**Your show cause is successful**

Dear «FirstName»,

Thank you for your show cause letter dated [insert date] addressing your unsatisfactory progress for «ReviewPeriod». [If applicable include] and for attending the session on [insert date].

You have successfully shown cause as to why your enrolment should not be terminated. You may continue in your course [unconditionally. OR subject to the following plan for your studies:]

[insert intervention strategy. This can only include seeking academic support and/or a reduction in study load for no more than one study period which must not result in a full-time student falling below 75% of the equivalent full time study load.]

Further failure may result in the termination of your enrolment. Please refer to [Academic Regulation Section 11](https://policy.acu.edu.au/document/view.php?id=262&version=2) for further information.

The following services may also be of help. I strongly encourage you to access as many of them as appropriate:

1. [ACU’s Counselling Services](https://www.acu.edu.au/student-life/student-services/counselling-services) offer free and confidential counselling to ACU students who are experiencing mental health, personal, study or work-related issues.
2. [ACU’s Access and Disability Service](https://www.acu.edu.au/student-life/student-services/disability-support) has a dedicated team whose primary focus is to support for students with a temporary or ongoing medical/mental health condition, disability, or significant carer responsibilities.
3. [ACU’s Academic Skills Unit](https://www.acu.edu.au/student-life/student-services/academic-skills-development) is a team of educational experts who can support you in your university study and unlock your learning potential.

If you have an Education Inclusion Plan, we recommend that you contact the [Access and Disability Advisor](https://www.acu.edu.au/student-life/student-services/disability-support) who has been supporting you during your studies.

**Additional information for international students**

**studying in Australia on a student visa**

Students who fail to meet the University’s course progression policy risk termination of enrolment.  In the event of termination of your enrolment in a subsequent semester, the University is legally required to report you to the Department of Education and the Department of Home Affairs (DHA) for failing to meet the University’s course progression policy.

If you wish to seek further information or advice, please do not hesitate to contact me.

Yours sincerely,

«Course\_Coordinator»

Course Coordinator of «CourseName»

«School\_Email\_Address»

cc: Head of School

Academic Progress

International Compliance (international students only)

International Student Adviser (international students only)