26/06/2025 Student ID No.: «StudentID»

«FirstName» «LastName»

«StreetAddress1» «StreetAddress2»

«City» «State» «Postcode»

«StudentEmail»

**Notification of termination of enrolment**

Dear «FirstName»,

We recently reviewed your academic progress for «ReviewPeriod» and regret to inform you that your enrolment in the «CourseName» will be terminated in accordance with [Academic Regulation clause (122)](https://policy.acu.edu.au/document/view.php?id=262&version=2) effective from the end of «Semester\_termination\_effective\_from».

**Why will your enrolment be terminated?**

Your enrolment is terminated when you meet one or more of the following Academic Regulations:

122(b) fail 50% or more of enrolled units or credit points taken during a progression review period:

* + 1. three consecutive times; or
		2. four (or more) times; or

122(c) fail the same unit or its equivalent four (or more) times; or

122(d) fail the same or any two different professional experience units or units containing professional experience.

Your termination has been determined under Academic Regulation clause «Exact\_Regulation\_for\_letter».

**What does termination of enrolment mean?** If your enrolment is terminated, you are not allowed to stay enrolled at Australian Catholic University. Readmission to ACU will only be considered after two standard study periods have passed since termination.

**Can you seek a review of this decision?**

If you believe that the University has not followed its published policies, you are entitled to apply for a formal review of the decision to terminate your enrolment under the Student Appeals Policy. If you wish to lodge an [Application for Formal Review](https://www.studentportal.acu.edu.au/about-acu/acf/review-and-appeals), you must do so within 20 working days of the date of this letter.

For assistance in understanding this option further, I strongly recommend that you review the online [Termination of Enrolment resource](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/termination-of-enrolment). If after watching this video you still have questions or need assistance, [ACU’s Student Advocacy Service](https://www.acu.edu.au/student-life/student-services/student-advocacy) can assist you. Student Advocacy provides free and confidential information, advice, and referrals. Student Advocacy staff can help you navigate ACU policies and procedures and can assist you in understanding the ‘termination of enrolment’ process and your options.

* If you choose to apply for a review of this decision, **you should continue to study and attend class while a decision is made.** You must comply with administrative, financial and enrolment deadlines as usual.
* If you choose not to apply for a review, your enrolment will be terminated after 20 working days from the date of this letter.
* If you received this letter after census date for units you are currently enrolled in, you are permitted to study until the end of that term. For units you are enrolled in where the census date is after the date you receive this letter, those units will be withdrawn without penalty as part of your termination.

Visit <https://www.acu.edu.au/handbook/handbook-2025/policies-and-general-information> for further information regarding “Student Appeals Policy”.

**What should you do now?**

We realise there are many circumstances, related to your studies and life outside the University, that may affect your studies. The following services are available on each campus to assist you.  Please feel free to contact them at any time.

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 Services](https://www.acu.edu.au/student-life/student-services/disability-support) has a dedicated team whose primary focus is to establish 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.
4. [International Student Adviser](https://acu.service-now.com/askacu?id=askacu_kb_article&sys_id=c2fca18d1be12850a568a8ac274bcbb8&table=).
5. Other support services as detailed at [Student](https://www.acu.edu.au/student-life/student-services/counselling-services) [services](https://www.acu.edu.au/student-life/student-services/counselling-services).

**Need more information?**

Read [Academic Regulation clause (122)-(128).](https://policy.acu.edu.au/document/view.php?id=262&version=2)

**Additional information for international students**

**studying in Australia on a student visa**

**Why did you receive this letter?**

This letter is to advise that if you are assessed as not achieving satisfactory progress you will be reported to the Department of Education and the Department of Home Affairs (DHA). This will take place at the conclusion of the 20 working day period (if you did not appeal the University’s intention to report) **or** at the conclusion of the appeal process, if your appeal is unsuccessful. Please read this letter carefully to find out what you need to do.

**When will you be reported to DHA?**

You will be notified in writing before the University reports your termination to the Department of Education and DHA. A separate notification letter will be sent to you advising you of the University’s intention to report. Details of the appeal process will be provided to you in that letter.

If you wish to seek further information or advice, please don’t 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)