

[ECU Letterhead]

[Student address

XX Something Street

Somewhere, XXXX]

[date here]

Dear [student name]

It has been noted that you are experiencing some difficulty in the area of [note reason for referral as a Student at Educational Risk (SAER) here – this may require some minor rewording of the introductory clause]. As the unit coordinator for [unit code and title here]/X year level coordinator [choose which is relevant], I would like to assist you to address this issue.

I have attached an Action Plan framework to this letter. Could you please consider the reason why you have been nominated as at risk of not achieving to the best of your ability? You may also choose to consider what actions you need to take to address the issue identified.

Having completed that process, could you please make an appointment with me as soon as possible so we can discuss your plan. In that meeting, we will also discuss how the university can support you to achieve your goals. My contact details are provided below.

I look forward to meeting with you soon.

Yours sincerely

XXXX XXXX

Unit Coordinator/X Year Level Coordinator

8:XXX

x.xxxx@ecu.edu.au

Phone: 6304 XXXX