

[Your name]  
[Student number]

[date]

Dear Associate Deputy Vice-Chancellor, Research,

RE: Notification of Intent to Cancel Enrolment

I am writing to formally appeal against the notification of intent to cancel my enrolment. I am currently enrolled in [insert course and enrolling School].

During the course of my degree, my academic progress has been impacted by circumstances beyond my control.

[Circumstances can include:

- The correct procedures were not followed in the assessment of your work or the handling of your enrolment;
- Inadequate supervision;
- Extenuating personal circumstances.]

[With each of the circumstances which are applicable to you, ensure that you attach supporting documentation to substantiate your case. This can include medical certificates, letters from counsellors, email exchanges with supervision, etc.]

To ensure that my past poor performance will be improved, I have made the following changes:  
[Explain why the previous circumstances beyond your control have been resolved or addressed, or how you intend to do this.]

Yours sincerely,

[Your name]  
[Student number]