

Letter Structure

Name
Address
Phone Number
Email Address
Student Number

The Re-Enrolment Appeal Committee
STAR - Student Administration
UNSW Sydney 2052

Date

Dear Sir/Madam

Section One
(One Paragraph)

- Indicate your course/program and academic standing
- Give an initial summary of the reasons for your appeal such as problems that you believe have affected your studies

Section Two
(No More than Three Paragraphs)

- Outline the nature of the problems and how it/they have impacted on your studies over all of the affected courses
- This section can be laid out in sub-headings with short explanations, referring to supporting documentation

Section Three
(No more than Two Paragraphs)

- How you have, or intend to, rectify the problems so that your studies will not be affected in the future. Include evidence of how you have begun to address these issues

Section Four
(One Paragraph Only)

- Demonstrate your academic potential – this can be based on past performances, and other highlights in your academic career

Section Five

- End the letter on a positive and courteous note. Indicate that you are contactable for further information if required

Yours sincerely,

Name
Student Number