Name and Surname of Student

Address 1

Address 2

Address 3

Address 4

 Date

Registered in: Course Code| Course Title

Registered at: Institute, MCAST

**NOTIFICATION OF CLOSING-OFF RECORD DUE TO LACK OF ATTENDANCE**

Dear Student

Our records show a very poor attendance on the course you applied for and for which you were duly registered at the beginning of the academic year. Over the past months, MCAST has offered all the possible learning opportunities available for you to proceed with your studies in the abovementioned programme.

As you are well aware, MCAST adopts a very clear attendance commitment policy, which does not allow students to absent themselves for more than **xx%** of course hours (in the case of levels **x,x,x,x**). You have surpassed this and, therefore, breached this regulation. You will appreciate that in order for you to gain the best benefits from the course of studies you opted to embark on, your commitment needs to be clearly visible and reflected in your attendance since participation during lectures and course related activities is an essential requirement of any programme.

Regretfully, given the circumstances, it is no longer viable to keep your record active within the College. Hence, this correspondence is, hereby, informing you that MCAST is bound to close-off your records at the College, i.e., you no longer feature as an MCAST student as of this date until the end of this academic year.

If, given you may have very well documented reason/s, you feel you should appeal this decision, you are kindly asked to fill in the enclosed form and submit it together with any other relevant documents you may provide to substantiate your appeal. It is important that the compiled form reaches this institute by not later than, **date, day month year**. You are requested to submit this form, via email to the following email address – **email address**;

You are, hereby, also being informed that should you decide to appeal this decision, you are to continue attending the course until the hearing of your appeal. If MCAST does not receive any notification from you by the deadline indicated, it will proceed with closing-off your College record as explained above.

Wishing you well

Name of Director/ Deputy Director

Designation

Telephone Number

Email Address

*ENCL: DOC 291 ATTENDANCE CLOSIN-OFF RECORD APPEALS FORM*