

Hills International Institute of Education

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HIIE COURSE PROGRESS/ATTENDANCE COUNSELLING FORM

Student	
HIIE International Students Liaison Officer	
Date	
REASON FOR COUNSELLING	
<input type="checkbox"/> Attendance at %	
<input type="checkbox"/> Unsatisfactory Progress/Performance	
<input type="checkbox"/> Unsatisfactory Behaviour	
YOU HAVE BEEN	
<input type="checkbox"/> Advised of Visa requirements and penalties which breaching may incur	
<input type="checkbox"/> Offered assistance/advice regarding future progress/study options	
<input type="checkbox"/> Reported for breaching your Visa requirements	
YOU HAVE PROVIDED THE FOLLOWING REASONS FOR BREACH/ABSENCE	
<input type="checkbox"/> Illness / stress	
<input type="checkbox"/> Family / personal matter	
<input type="checkbox"/> Difficulties with studies	
<input type="checkbox"/> Other – details	
YOU CAN/WILL PROVIDE CERTIFICATION TO EXPLAIN ABSENCE/PERFORMANCE:	YES / NO
ACTION TO BE TAKEN OR OTHER RELEVANT INFORMATION:	
Name	
Signature	
Date	
Note: This is your own paper copy. A record of this information is entered electronically on your records and on HIIE's Behaviour Management System.	