27 June 2012

To SIIT Students,

Re: SIIT Attendance Policy

Dear students,

This is greeting from SIIT student service. May this letter find you well.

As per student visa requirement and SIIT attendance policy as outlined in your Student’s Handbook, students are obliged to meet at least 80% of attendance. Attendance is also important to ensure the training outcome of each and every student.

For students who fail to follow the attendance policy, SIIT reserves the right to postpone the scheduled NAATI examination(s) for the particular student(s).

In case of medical reasons or special circumstances that makes it impossible to attend a scheduled class with prior notification to (admission@siit.nsw.edu.au) and evidence, SIIT will manage to allocate the student to suitable replacement class(es).

Your attendance will only be recorded from your scheduled classes. Any names recorded or added by students themselves will not be counted except for the special cases mentioned above. The student lists will be printed and posted in each classroom from 2nd of July, please check this out carefully and make sure that you will attend the right class.

Thank you for kind understanding and cooperation.

Kind regards

Roy Ruan

Marketing & Client Service Manager
Sydney Institute of Interpreting & Translating