

# Student Low Completion Rate (LCR) Show Cause

## Submission form

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### Information sheet

#### This form is to be completed by

Students who have received an 'URGENT: you will be discontinued from your program in 30 working days' notification from your school or college and want to submit a show cause for the Program Assessment Board (PAB) consideration.

Only use this form if you are requesting to continue in an upfront full-fee paying place in the same program.

#### Submission requirements

This form should be completed and submitted to your school/college for consideration by the Program Assessment Board (PAB) within 10 working days of receiving your notification email communication. Late submissions will not be accepted by the PAB.

#### What will happen next? Will I be able to continue to study in my program?

If you have been identified as an LCR student and the PAB decides that you are academically suited to continue, the board will request that you are offered a full-fee paying upfront place and you will be sent an offer letter. You will be required to accept this offer to access this new funding arrangement. You will be discontinued from your current place in the program. Please note that you may need to wait until the following teaching period to continue in your program.

Please note that paying full-fee upfront means that you will be unable to access any government assistance such as FEE-HELP. You will be required to pay the full fees upfront and will not be able to defer these.

To find out how much paying upfront will be, please refer to the fees [webpage](#). All fees are listed on the RMIT Fees by level of study [webpage](#).

#### Communication

Your RMIT student email account will be used for correspondence related to your show cause submission. Go to [myRMIT](#) to ensure your contact details are up to date. If you are no longer a current student, your registered personal email account will be used.

#### Further assistance

We strongly recommend that you read the University regulations, policies and processes governing assessment:

- [Regulations](#)
- [Policy](#)
- [Processes](#)

You can also contact the RMIT Student Union for advice and support: [rusu.rmit.edu.au](mailto:rusu.rmit.edu.au).

To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au).

#### Resources

Please refer to the low completion rate [webpage](#) for more information and FAQs.

#### Privacy

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the RMIT *Privacy policy* and the provisions of other relevant state and Australian Government information handling acts, regulations and statutes. Refer to [rmit.edu.au/privacy](http://rmit.edu.au/privacy).

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If you need more space, please attach additional page/s and write 'see attached' in the relevant section.

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### Section A – Personal details

RMIT student number \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_

Family name \_\_\_\_\_ Given name \_\_\_\_\_

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### Section B – Program details

Program code \_\_\_\_\_ Program name \_\_\_\_\_

School \_\_\_\_\_ College \_\_\_\_\_

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### Section C – LCR details

Date notification email received (DD/MM/YYYY) \_\_\_\_\_

Are you asking the PAB to be considered for a full-fee upfront place?  Yes  No

**Please note:** the PAB are not able to allow you to continue with your current Commonwealth Supported Place (CSP) or to access any HELP loans.

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### Section D – Explain why your academic performance has been unsatisfactory

Have you had any special circumstances that have impacted your performance? If so, you may be eligible to apply for the removal (remission) of your HELP debt if:

- circumstances beyond your control prevented you from passing the course, and
- the circumstances arose or did not make their full impact on you until on or after the course census date, and
- the circumstances made it impracticable for you to complete the requirements of the course (and you hadn't already clearly failed the course at the time the circumstances arose).

Please visit the [Apply for removal of HECS-HELP, FEE-HELP or VET Student Loan debt webpage](#) for more information.

We strongly encourage you to provide a personal statement with full explanations to support your submission. Please note that all personal information will be treated as Confidential.

#### Academic issues

Please outline any academic issues that you may have experienced and how they have impacted your study.

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#### Personal issues

Please outline any personal issues that you may have experienced and how they have impacted your study. (For example, health, financial, family, living arrangements, work commitments).

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### Section D – Explain why your academic performance has been unsatisfactory (continued)

#### Explain how your performance will improve

For the next teaching period, you need to explain:

- whether the issues that impaired your academic performance are still present, or your situation has improved
- if the issues are still present, how you'll minimise their impact on your performance
- your short-term and long-term plans to improve your study skills and academic performance.

Plan/s for improvement

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### Section E – Evidence provided with submission

You should provide independent supporting documentation to support any of the circumstances that you have mentioned. (For example, a letter or report from a health practitioner or counsellor, a death certificate or funeral notice, police report, evidence of the use of support services recommended in your Academic Performance Improvement Plan (APIP) if you have had an APIP.

If you provide evidence that is in a language other than English, you must also provide an English translation by a NAATI-accredited translator.

Please list the supporting documentation that you have attached.

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### Section F – Student declaration

1. I declare the information provided by me is true and correct in every detail and I acknowledge that RMIT University reserves the right to confirm the information provided and may vary or reverse any decision on the basis of incorrect or incomplete information.
2. I give consent for the University to contact my treating practitioner and/or other person or organisation named in supporting documentation to confirm/clarify the information provided and for the practitioner or other person/organisation to provide information limited to the impact of the medical/health condition in my show cause application.
3. I understand that I may be asked to provide a more specific consent to disclosure of information should this be required by the Program Assessment Board.
4. I understand that it is my responsibility to provide the evidence to support my submission. Provision of false or misleading information is grounds for disciplinary action.

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

#### Submission instructions

You're required to complete and submit this form, together with any supporting documentation/evidence. You must ensure your show cause is submitted within 10 working days of receiving your notification email. Late submissions will not be accepted by the PAB.

Your school or college submission information can be found [here](#).