**Student transition letter template 3:**

**When a vocational education qualification expires without replacement, and the University has two years to teach it out.**

**<Delete this heading before sending to students.>**

Date

**Re: Expiry and teach-out of <program national code> <program title>**

Dear <name>,

This letter is to inform you that the <program national code> <program title> program, <CRICOS code> in which you are currently enrolled at RMIT University has expired and will no longer be on the national register of vocational education qualifications that can be offered. This decision has been made by the National Skills Council responsible for this qualification.

This should not affect your current studies or your prospects for further study and employment. RMIT will continue to deliver the <program national code> <program title> program as usual until the end of <teaching period before deadline for teach-out>. If necessary to aid your completion, an individual study plan will be developed for you.

Please note, however, that if you do not complete the <program national code> <program title> program by the end of <teaching period before deadline for teach-out>, it will not be possible for you to complete it, as RMIT University will no longer be permitted to offer it after that. In the unlikely event that you do not complete in time, the University will provide you with counselling on possible study and career options.

If you have questions on this matter, please contact <contact name>, <position title> (email: <email address>; phone: <phone number>).

It is important that you can be contacted so we can update you on any issues related to your study. We therefore ask you to ensure that all your contact details are correct and up to date. The web-link for this is <https://www.rmit.edu.au/students/support-services/my-details-id-card/update-personal-details>.

We look forward to working with you as you progress toward the successful completion of your <national program code> <program title> qualification at RMIT University.

Sincerely

<Name>

<Position title>

<School>

RMIT University

CRICOS provider code 00122A RTO code 3046