|  |  |  |
| --- | --- | --- |
|  |  | Leeds Beckett UniversitySchool of XXX |



***CONFIDENTIAL***

Student name

address

Also sent by email to:

date

Dear name

**Fitness to Study: Stage 2 meeting invitation**

**Course:**

**Meeting details:**

1. I am writing to you because concerns have been raised about your fitness to study. To ensure that you are given appropriate support to engage with your studies, you are invited to a meeting at [time] on [date] in [venue] to discuss the concerns that have been raised. The matter will be dealt with in accordance with Stage [number] of the Fitness to Study Policy and Procedure (‘the Policy and Procedure’), a copy of which is enclosed for your information. I recommend that you familiarise yourself with it prior to the meeting.
2. In summary, the concerns that have been raised are:
3. **Please confirm your attendance at the meeting by emailing or telephoning** [name, job title, email address, ‘phone number].
4. Independent advice about the Fitness to Study process may be obtained from the Students’ Union Advice Service, who can be contacted by telephone on 0113 812 8400 or by email to suadvice@leedsbeckett.ac.uk. You are entitled to be accompanied in the meeting, by a friend, relative, or representative from the Students’ Union Advice Service and we would strongly encourage you to ensure that someone can accompany you to the meeting.

If you have any questions, please feel free to contact me.

Yours sincerely,

Head of subject

Email address

*Enclosures*

Fitness to Study Policy and Procedure 2017-18

*Links*

* Leeds Beckett University Fitness to Study Policy and Procedure: <http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/fitness-to-study-policy.pdf?la=en>

*Support links*

The University provides personal and emotional support services and the Students’ Union provides an advice/advocacy/representation service for all students:

* <http://www.leedsbeckett.ac.uk/studenthub/student-wellbeing-team/>
* <http://www.leedsbeckettsu.co.uk./advice>