

# Important: Policy Renewal Instructions

Dear [Student's Name],

We hope this message finds you well. As part of our commitment to ensuring you are informed of your rights and responsibilities, we would like to remind you about the renewal of your student policy for the academic year [Year].

## Renewal Instructions:

1. Review your current policy document available on the student portal.
2. Complete the renewal form accessible at [link to form].
3. Submit the renewal form by [Deadline Date].
4. Make sure to attend the mandatory policy briefing on [Briefing Date].

If you have any questions, feel free to contact the student affairs office at [Contact Information]. We appreciate your cooperation.

Best regards,

[Your Name]

[Your Title]

[Institution Name]