

# TEMPLATES TO THE TRAINING REGULATIONS

**Effective 1 January 2026**

**Templates - Notification letter for  
contravention/potential contravention of the  
academic progress rule**

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## INTRODUCTION

The purpose of this document is to provide guidance. Kindly note the template below will be available on the [SAICA website](#).

Please note that this document is used for clarification of certain clauses in the Regulations and can be considered in the interpretation of the Regulations. However, it does not replace the Regulations.

## TEMPLATE 1 NOTIFICATION LETTER FOR POTENTIAL CONTRAVENTION OF THE ACADEMIC PROGRESS RULE

Dear (trainee accountant name)

It has come to my attention that you have not made academic progress by the end of the first calendar year in relation to the course of study you are registered for.

You are reminded that, in terms of SAICA's Training Regulations, you are required to make sufficient academic progress in order to remain registered under a training contract with (training office name).

Academic progress is defined by SAICA as "the satisfactory completion of all or sufficient subjects to enable a trainee accountant to make one further year of progress towards the completion of an endorsed degree or a bridging programme".

This letter hereby serves as notification that, should you fail to achieve academic progress in this course of study by the end of the second calendar year, (training office name) will exercise its discretion and either

- cancel your training contract; or
- allow you to continue under training contract for one further academic year (a discretionary year).

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Training Officer Signature

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Date

I hereby confirm that I have read and understood the contents of this letter and have no objections thereto.

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Trainee accountant Signature

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Date

## TEMPLATE 2 NOTIFICATION LETTER FOR CONTRAVENTION OF THE ACADEMIC PROGRESS RULE

Dear (trainee accountant name)

In terms of SAICA's Training Regulations, you are required to make sufficient academic progress in order to remain registered under a training contract with (training office name).

Academic progress is defined by SAICA as "the satisfactory completion of all or sufficient subjects to enable a trainee accountant to make one further year of progress towards the completion of an endorsed degree or a bridging programme".

This letter hereby serves as notification that, as you have failed to make academic progress within a period of two calendar years, (training office name) has exercised its discretion and will:

- cancel your training contract; or
- allow you to continue under training contract for one further academic year (a discretionary year). Should you fail again at the end of your discretionary year, (training office name) will cancel your training contract.

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Training Officer Signature

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Date

I hereby confirm that I have read and understood the contents of this letter and have no objections thereto.

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Trainee accountant Signature

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Date