

## STUDENT LETTER REQUEST FORM

Student Details			
Student Name			
Student ID			
Email			
Contact Number		Date of Birth	
Letter/s Requested			
<input type="checkbox"/> Welcome Letter / Invitation Letter to invite a family member to Australia <input type="checkbox"/> Enrolment Confirmation Letter <input type="checkbox"/> Term Break Letter <input type="checkbox"/> Course Progress Letter <input type="checkbox"/> Interim Results (Unofficial) <input type="checkbox"/> Satisfactory Fee Payment Letter <input type="checkbox"/> Attendance Level Letter <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Other, please specify _____			
<b>Please approach the finance department (with this form) for approval prior to submission of the request.</b>			
Student Comments			

\* Allow ten (10) working days for this request to be actioned.

\* Letters will only be issued if course progress, attendance and fee payments are satisfactory.

Student Signature		Date	
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For Office Use Only			
Approved by Finance Department (Signature)		Date	
Letter Issued by (Signature)		Date	