

## Veritas Institute Australia

RTO Number 41406 CRICOS Provider Code 03762M

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## STUDENT LETTER REQUEST FORM

Student Details			
Student Name			
Student ID			
Email		Contact Number	
Course Name		Date of Birth	
Type of Letter Requested			
□ Welcome / Invitation Letter   □ Enrolment confirmation Letter   □ Term Break Letter   □ Course Progress Letter   □ Fee Payment Letter   □ Attendance Level Letter   □ Other, please specifiy   Please approach the finance department (with this form) for approval prior to submission of the request.    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	
For Office Use Only			
Approved by Finance (Signature)		Date	_
Letter Issued by (Signature)		Date	