



STUDENT LETTER REQUEST FORM

Student Details			
Student Name			
Student ID			
Email		Contact Number	
Course Name		Date of Birth	
Type of Letter Requested			
<input type="checkbox"/> Welcome / Invitation Letter <input type="checkbox"/> Enrolment confirmation Letter <input type="checkbox"/> Term Break Letter <input type="checkbox"/> Course Progress Letter <input type="checkbox"/> Fee Payment Letter <input type="checkbox"/> Attendance Level Letter <input type="checkbox"/> Other, please specify _____			
<i>Please approach the finance department (with this form) for approval prior to submission of the request.</i>			
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 (Signature)		Date	
Letter Issued by (Signature)		Date	