



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 to invite a family member to Australia
 Enrolment Confirmation Letter
 Term Break Letter
 Course Progress Letter
 Interim Results (Unofficial)
 Satisfactory Fee Payment Letter
 Attendance Level Letter
 Letter of Recommendation
 Other, please specify _____

Please approach the finance department (with this form) for approval prior to submission of the request.

Student Comments	
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* 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	