

## Veritas Institute Australia

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RTO Number 41406 CRICOS Provider Code 03762M

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia Email ID: info@veritas.edu.au Phone: 03 5221 0927

Website: www.veritas.edu.au

## 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 specifiy					
Please approach the finance department (with this form) for approval prior to submission of the request.					
Student Comments					
<ul> <li>* Allow ten (10) working days for this request to be actioned.</li> <li>* Letters will only be issued if course progress, attendance and fee payments are satisfactory.</li> </ul>					
Student Signature		Date			

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