



Student Letter Request Form

ENSURE ALL FIELD ARE COMPLETED: PLEASE IDENTIFY THE TYPE OF LETTER REQUIRED

STUDENT ID:		DoB:	
NAME:			
COURSE:			
EMAIL ID:		MOBILE:	

TYPE OF REQUEST	<input type="checkbox"/> Welcome letter <input type="checkbox"/> Enrolment confirmation letter <input type="checkbox"/> Term Break Letter <input type="checkbox"/> Course progress letter <input type="checkbox"/> Payment confirmation letter <input type="checkbox"/> other, please specify: _____
	Please approach the finance department (with this form) for approval prior to submission of the request

Student Comments: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY	
Approved by Finance:	
Signature: _____	Date: _____
Request Processed By:	
Signature: _____	Date: _____