

STUDENT REQUEST FOR DOCUMENT

Name:		Student ID:	
Address:			
Email:	Date of request:		
Course/s:			

How would you like to receive this letter: By Post In Person By Email

When do you require the letter: _____

Student Identification letter

This letter is to detail that you are a current student at the college with your start and finish dates. This does not include attendance. Please allow 1-2 days for collection.

Completion Letter

This letter confirms course start and completion dates and attendance for the course. Please allow 3-5 days for collection.

Competency/Attendance letter

This will detail your current attendance and competencies to date. Please allow 3-5 days for collection.

Family Visit Letter

This letter is designed for students who's families would like to visit to Australia for holiday purposes. Allow 1 -2 days for collection

Student's passport number: _____

Relatives names: _____

Statement of Tuition Fees

This statement lists how much tuition fees they have paid and how much are have remaining for the duration of study. Please allow 1-2 days for collection.

Other form of letter required, please describe:



Additional details you require in the letter if required:

Office:

Letter completed by:.....

Signed off by:.....

Presented to student: Date.....

Details placed in Power Pro:.....