

STUDENT REQUEST FOR LETTER FORM

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

How would you like to receive the letter?	<input type="checkbox"/> By Email <input type="checkbox"/> In Person <input type="checkbox"/> By Post
When do you require the letter by?	

Student Identification letter:

Confirmation that you are a current student at the college with your start and finish dates. This does not include attendance. Please allow 1-2 business days.

Completion Letter:

Course start and completion dates, as well as attendance. Please allow 3-5 business days.

Competency/Attendance letter:

Current attendance and competencies to date. Please allow 4-7 business days.

Family Visit Letter:

This letter is designed for students whose families would like to visit to Australia for holiday purposes. Please allow 1 -2 business days.

Student's passport number: _____

Relatives' name: _____

Statement of Tuition Fees:

This statement lists how much tuition fees you have paid and how much is remaining for the duration of your studies. Please allow 1-2 business days.

Other form of letter required (please describe):

Additional details you require in the letter (if required):

COLLEGE OFFICE USE ONLY (this section)

Letter completed by:		Date:	
Signed off by:		Date:	
Provided to student:		Date:	
Details placed in aXcelerate:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	