



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

Student Signature: _____ Date: _____

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