



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"/> Attendance level letter (ELICOS Only) <input type="checkbox"/> other, please specify: <hr/>
	Please approach the finance department (with this form) for approval prior to submission of the request

Student Comments: _____

- * Allow ten (10) working days for this request to be processed.
- * **Letters will only be issued if course progress and fees are satisfactory!**

Student Signature: _____ **Date:** _____

OFFICE USE ONLY	
Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
Reasons if declined	
Request Processed By:	
Signature: _____	Date: _____