

Letter Request Form

Student Name:		Student Number:	
Course:			
Address:			
Phone:		Email:	
Please select relevant option(s): <input type="checkbox"/> Attendance Letter (statement to confirm full-time student status at CTA, term-by term attendance percentages, and current attendance percentage) <input type="checkbox"/> Course Progress Letter (percentage of course which is completed) <input type="checkbox"/> Enrollment Letter (statement to confirm full-time student status at CTA) <input type="checkbox"/> Tuition Paid Letter (statement of course cost and how much the student has paid to date) <input type="checkbox"/> Invitation Letter (letter of invitation for person(s) to visit CTA on forthcoming visit to Australia). Please fill in the person(s) details below. <input type="checkbox"/> Others: _____			
FOR INVITATION LETTER	Person 1 name:		
	Person 1 Relationship to you:		
	Person 2 name:		
	Person 1 Relationship to you:		
Student Acknowledgement <p>I understand that, with the exception of the enrollment letter, which is provided free of charge, each letter incurs a cost of \$5.00 and the process may take up to 10 working days once the letter request form is received.</p> <p>Please submit this form via email to admissions@ctaaustralia.vic.edu.au.</p>			
Student signature:		Date:	
Letter to be collected on or after:			
Authorised by Chief Executive Officer:			
Date:			