



## LETTER REQUEST FORM

### Instructions:

- If this application form is incomplete, Raymond International College (RIC) may decide to not process your request or delay the processing.
- Any outstanding balances should be cleared prior to lodging this application form.
- Please allow ten (10) working days to process your Letter request.
- If your request requires priority processing, please complete this form entirely and also attach any supporting documents that may be applicable.
- Please email the filled form and relevant documentation to [admin@raymondcollege.edu.au](mailto:admin@raymondcollege.edu.au)

### STUDENT DETAILS

Student ID	<input type="text"/>	Date of	<input type="text"/>
Birth			
Last Name	<input type="text"/>		
First Name	<input type="text"/>		
Course	<input type="text"/>		
Postal Address	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>

### TYPE OF LETTER REQUESTED

- LETTER OF ACADEMIC PROGRESS
- LETTER OF TUITION FEE PAID
- LETTER OF INVITATION
- RELEASE LETTER
- OTHER: (Please specify details) \_\_\_\_\_

Student Signature: ..... Date: .....



**FOR OFFICE USE ONLY:**

<b>Application Received By:</b>		
Name:	Sign:	Date:
<b>Application Processed By:</b>		
Name:	Sign:	Date:
<b>Finance Department Approval:</b>		
Name:	Sign:	Date:
<b>Academic Department Approval:</b>		
Name:	Sign:	Date: