Australian National Institute of **Business and Technology**

CRICOS: 02056B RTO: 21368

Letter Request Form

Student Name: _____ Student Number: _____

Course: _____

Phone: _____Email: _____

Please select relevant option(s):

☐ Attendance Letter (statement to confirm full-time student status at ANIBT, term-by term attendance percentages, and current attendance percentage)

☐ Course Progress Letter (percentage of course which is completed)

☐ Enrolment Letter (statement to confirm full-time student status at ANIBT)

☐ Tuition Paid Letter (statement of course cost and how much the student has paid to date)

☐ Invitation Letter (letter of invitation for person(s) to visit ANIBT on forthcoming visit to Australia)

1. Name of person to be invited (*please print in box below*) Relationship to you: _____

2. Name of person to be invited (*please print in box below*) Relationship to you: _____

Student Acknowledgement:

1. I understand that there is a cost of **$5.00 per letter** issued which is payable upon making the interview appointment.
2. I understand that it may take **up to 10 working days** from the date of the interview at ANIBT for the letter(s) to be issued.

Student signature: _____ Date: _____

Please submit this form to ANIBT Reception, Level 7, 474 Flinders Street, Melbourne, VIC 3000, Australia.
Tel: 61-3-96202922 Fax: 61-3-9620 2933 Email: info@anibt.vic.edu.au Web: www.anibt.vic.edu.au

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Document/Certificate to be collected on or after:	(Day)	(month)	(Year)

Authorised by:

Campus Manager: _____ **Date:** _____

Student Services Manager: _____ **Date:** _____