

INSTRUCTIONS:

- If this application form is incomplete, Everest Institute (Ei) 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 enquiries@everest.edu.au

STUDENT DETAILS:

Student ID:		Date of Birth:	
Last Name:		First Name:	
Course:			
Postal Address:			
Email:		Phone:	

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:	
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OFFICE USE ONLY

Application Received by _____ on ___/___/___

Course Fees affected: - **No / Yes,** If Yes Difference in Fees Amount \$ _____

Outstanding Fees: - **No / Yes,** If Yes Amount due \$ _____

Application **Approved / Not Approved** by _____ on ___/___/___

Student Informed of the Outcome **Yes / No** Informed by _____

Documentation Filed in Student File **Yes / No** Filed by _____