

**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](mailto:enquiries@everest.edu.au)

**STUDENT DETAILS:**

<b>Student ID</b>		<b>Date of Birth</b>	
<b>Last Name</b>		<b>First Name</b>	
<b>Course</b>			
<b>Postal Address</b>			
<b>Email</b>		<b>Phone</b>	

**TYPE OF LETTER REQUESTED:**

- Letter of Academic Progress
- Letter of Tuition Fee Paid
- Letter of Invitation
- Release Letter
- OTHER: (Please specify details) \_\_\_\_\_

<b>Student Signature:</b>		<b>Date:</b>	
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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 \_\_\_\_\_