RTO No: 21870
CRICOS Provider Code: 02992E
ABN: 39 122 778 563

Level 3
118 Queen Street
Melbourne VIC 3000

Telephone (03) 8395 0151
E-mail info@RhodesCollege.vic.edu.au

Request for Reference Letter *

(* 2 to 4 weeks processing time, documents will be available for collection only on **Fridays after 3 pm**)

Personal Details	Student Name:	
	Student ID:	
Home Address		
		Postcode:
Contact Details	Mobile:	
	Home Phone:	
	Email:	
Course Enrolled		
Course Start Date		
Expected Course Completion Date		

Reasons for Letter Request:

Student Signature:		Date:	

Office Use Only

Date Received:		Received By:	
Request Approved:	☐ Yes ☐ No	Approved By:	
Date Processed:		Processed By:	
Date of Correspondence sent to Student:		Sent By:	

Request for Reference Letter	Version: 15.0	Issue Date: 06 July 2023	Review Date: 01 July 2024
Managed By: VET Coordinator		Authorized By: CEO	Page 1 of 1

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