

## **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: |            |     |              |  |  |  |
|---|---------------|------------|-----|--------------|--|--|--|
|   | Stude         | nt ID:     |     |              |  |  |  |
|   |               |            |     |              |  |  |  |
| Home Address                            |               |            |     |              |  |  |  |
|   |               |            |     | Postcode:    |  |  |  |
| Contact Details                         | Mobile        | ):         |     |              |  |  |  |
|   | Home Phone:   |            |     |              |  |  |  |
|   | Email:        |            |     |              |  |  |  |
| Course Enrolled                         |               |            |     |              |  |  |  |
| Course Start Date                       |               |            |     |              |  |  |  |
| Expected Course<br>Completion Date      |               |            |     |              |  |  |  |
|   | I             |            |     |              |  |  |  |
| Student Signature:                      |               |            |     | Date:        |  |  |  |
| Office Use Only                         |               |            |     |              |  |  |  |
| Date Received:                          |               |            | Re  | eceived By:  |  |  |  |
| Request Approved:                       |               | 🗌 Yes 🗌 No | Ар  | oproved By:  |  |  |  |
| Date Processed:                         |               |            | Pro | rocessed By: |  |  |  |
| Date of Correspondence sent to Student: |               |            | Se  | ent By:      |  |  |  |

| Request for Reference Letter | Version: 16.0 | Issue Date: 10 July 2024 | Review Date: 01 July 2 | 025  |
|------------------------------|---------------|--------------------------|------------------------|------|
| Managed By: VET Coordinator  |               | Authorized By: CEO       | Page 1 c               | of 1 |