ANIBT
Australian National Institute of Business and Technology
CRICOS:02506B RTO:21368

Letter Request Form

Student Name:		Student Number:	
Course:			
Address:			
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)
- ☐ Enrollment 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). Please fill in the person(s) details below.
- ☐ Others:_____

FOR INVITATION LETTER		
	Person 1 name:	
	Person 1 Relationship to you:	
	Person 2 name:	
	Person 1 Relationship to you:	

Student Acknowledgement

I understand that there is a cost of **$15.00 per letter** and the process may take up to **10 working days** once the payment is received by the Finance department.

Student signature:		Date:	

Please submit this form via email to admin@anibt.edu.au or at ANIBT Reception, located:

Level 9/ 474 Flinders Street, Melbourne VIC 3000

Tel: 61-3-9620 2922

AND

Unit 2-4/ 306 Albert Street, Brunswick VIC 3056

Tel: 61-3-9388 0402

Letter to be collected on or after:	
Authorised by Student Services Manager:	
Date:	