



BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)

RTO PROVIDER NUMBER 22238

F.13V07 Letter Request Form

Student Name:	<input type="text"/>	Student ID:	<input type="text"/>
USI Number:	<input type="text"/>	D.O.B:	<input type="text"/>
Email:	<input type="text"/>	Contact No:	<input type="text"/>
Address:	<input type="text"/>		

If you don't have a USI Number, please complete a Consent Form for Barkly College to apply for USI on your behalf. It is a requirement of the Department of Education that all students have a valid USI.

DOCUMENT BEING REQUESTED

- | | |
|---|---|
| <input type="checkbox"/> ACADEMIC PROGRESS LETTER | <input type="checkbox"/> STATEMENT OF TUITION FEES PAID TO DATE |
| <input type="checkbox"/> VISITOR WELCOME LETTER | <input type="checkbox"/> ENROLMENT CONFIRMATION LETTER |
| <input type="checkbox"/> HOLIDAY LETTER | |
| <input type="checkbox"/> OTHER: <i>(please specify below)</i> | |

<input type="text"/>
<input type="text"/>

MODE OF RECEIVING:

Documents issued will be sent to student's home address within 10 working days of receipt of the request form. If required, the statement may be picked up at College Student Administration.

Please select how you would like to receive your document(s):

To be picked up by the student ☐

To be sent to home address ☐

Address:

Student Signature: Date:

Office Use Only

Processed By:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Document Information

Title:	V7.0 Letter Request Form
Author:	Barkly International College Pty Ltd
Reviewer:	Evelin Cruz
Department:	Admissions

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