



**LETTER REQUEST FORM**  
**INSTRUCTIONS TO THE STUDENT**

- If this application form is incomplete, Hawk Institute 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 [apply@hawkinstitute.edu.au](mailto:apply@hawkinstitute.edu.au)

**STUDENT DETAILS**

Student ID  Date of Birth

Last Name

First Name

Course

Postal Address

Email  Phone

**TYPE OF LETTER REQUESTED**

- LETTER OF ACADEMIC PROGRESS
- LETTER OF TUITION FEE PAID
- LETTER OF INVITATION
- RELEASE LETTER
- OTHER: (Please specify details) \_\_\_\_\_

Student Signature: ..... Date: .....

**FOR OFFICE USE ONLY:**

<b>Application Received By:</b>		
Name :	Sign:	Date :
<b>Application Processed By:</b>		
Name :	Sign:	Date :
<b>Finance Department Approval :</b>		
Name :	Sign:	Date :
<b>Academic Department Approval :</b>		
Name :	Sign:	Date :