



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 \$5.00 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		AND	Unit 2-4/ 306 Albert Street, Brunswick VIC 3056
Tel: 61-3-9620 2922			Tel: 61-3-9388 0402
Letter to be collected on or after:			
Authorised by Student Services Manager:			
Date:			