



## SPECIAL REQUEST FORM

### SECTION A (Filled by Student)

Name :

FIT ID No.

Programme of Study:

School :

#### Special Requests (Please tick the appropriate box)

Verification letter

English Letter

Certification letter

Bonafide Letter

#### For Certification letter, please provide the following information:

Date & Year of Graduation :

Student Signature :

Date:

### SECTION B (CASHIER / FINANCE)

Cost

\$

Receipt #

Date of Payment

/ /

Signature :

Date :

### SECTION C (ACADEMIC SERVICES)

Date of Verification / Issue of Letter :

Signature :

Date:

Stamp

### CHARGES

Verification	(NZ, Aust Qualification's Authority)	\$40.00
English Letter	(Programme taught in the English Language)	\$10.00
Certification letter	(Issued in Place of a Lost/Damaged Cert/Dip etc)	\$50.00
Letter of Completion	(Have completed Programme and Awaiting Graduation)	\$10.00
Bonafide letter	(Confirmation of student doing current studies)	\$10.00