

# G.C. FOSTER COLLEGE OF PHYSICAL EDUCATION & SPORT



## STATUS LETTER REQUEST FORM

PLEASE READ CAREFULLY AND THEN COMPLETE THE BLANKS

**NOTE: 1 – 5 DAYS NOTICE MUST BE GIVEN FOR EACH REQUEST. THE COST OF EACH LETTER IS \$200.00.**

DATE: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_ ID# \_\_\_\_\_

PROGRAMME: \_\_\_\_\_ GROUP: \_\_\_\_\_

### NAME OF PERSON AND/OR COMPANY TO WHICH LETTER IS TO BE SENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY

PREPARED BY: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

\_\_\_\_\_

### ACCOUNTS DEPARTMENT

AMOUNT PAID: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_