

**STATUS LETTER REQUEST FORM**

**PLEASE READ CAREFULLY AND THEN COMPLETE THE BLANKS**

**NOTE: TEN (10) DAYS NOTICE MUST BE GIVEN FOR EACH REQUEST. THE COST OF EACH LETTER IS \$50.00. IF LESS THAN TEN DAYS NOTICE IS GIVEN (i.e. 2-3 days) THE COST WILL BE \$100.00  
THE COLLEGE DOES NOT ISSUE OPEN LETTERS.**

(Letter not collected within 3 weeks after request may be invalid. A new one must therefore be requested.)

**NAME OF STUDENT:** \_\_\_\_\_

**COURSE** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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**FOR OFFICE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ (PLEASE INITIAL)

**DATE COMPLETED:** \_\_\_\_\_ (PLEASE INITIAL)

**METHOD OF DESPATCH:** \_\_\_\_\_ **AMOUNT PAID:** \_\_\_\_\_

**FEES OUTSTANDING:**            YES             NO

**BOOKS:**                            YES             NO

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**SIGNATURE OF KNOX OFFICIAL**