

LETTER REQUEST FORM

DATE: _____

LAST NAME: _____ FIRST NAME: _____

STUDENT NUMBER: _____

DATE OF BIRTH: _____ EMAIL: _____

YOUR CURRENT ADDRESS (Must be filled and have Apt/Unit Number)

CITY: _____ PROVINCE: _____ POSTAL CODE _____

Choose one of the following:

(A copy of your valid study permit must be submitted with the letter request.)

LETTER OF ACCEPTANCE

☐ Study Permit Expiry Date: _____(yy/mm/dd) _____# of courses
registered

☐ Change of DLI Number

☐ TEMPORARY RESIDENT VISA LETTER (ie: Passport Visa)

☐ SIMPLE LETTER OF ACCEPTANCE (ie: Request Tuition Refund from an Institution)

Please note:

1. No refund on tuition deposit once letter has been received. Please refer to the 2.1.1 Tuition, Other Fees and Refunds policy on the website.
2. Students must be in good standing to receive the above letters. Students on probation are not eligible for the above letters.
3. Letter of Enrollment is available on the student portal.