

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 \$200.00. IF LESS THAN TEN DAYS NOTICE IS GIVEN (i.e. 5 days) THE COST WILL BE JA\$300.00. THE COLLEGE DOES NOT ISSUE OPEN LETTERS.

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

NAME OF STUDENT: _____ CONTACT #: _____

PROGRAMME: _____ I.D. #: _____

DATE OF REQUEST: _____ DATE NEEDED: _____

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

NAME (Company/Person) _____

ADDRESS: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ (PLEASE INITIAL)

DATE COMPLETED: _____ (PLEASE INITIAL)

METHOD OF DISPATCH: _____

AMOUNT PAID: _____

FEES OUTSTANDING: YES NO

BOOKS OUTSTANDING YES NO

SIGNATURE - KNOX OFFICIAL

RECOMMENDATION 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 \$200.00. IF LESS THAN TEN DAYS NOTICE IS GIVEN (i.e. 5 days) THE COST WILL BE JA\$300.00. THE COLLEGE DOES NOT ISSUE OPEN LETTERS.

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

NAME OF STUDENT: _____ I.D. #: _____

PROGRAMME: _____ YEARS ATTENDED: _____/_____

DATE OF REQUEST: _____ DATE NEEDED: _____

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

NAME (Company/Person) _____

ADDRESS: _____

POSITION REQUIRED: _____

(i.e. type of position applied for)

FOR OFFICE USE ONLY

DATE RECEIVED: _____ (PLEASE INITIAL)

DATE COMPLETED: _____ (PLEASE INITIAL)

METHOD OF DISPATCH: _____

AMOUNT PAID: _____ CAMPUS: _____

FEES OUTSTANDING: YES NO

BOOKS OUTSTANDING YES NO

SIGNATURE - KNOX OFFICIAL

ACCEPTANCE 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 \$200.00. IF LESS THAN TEN DAYS NOTICE IS GIVEN (i.e. 5 days) THE COST WILL BE JA\$300.00. THE COLLEGE DOES NOT ISSUE OPEN LETTERS.

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

NAME OF STUDENT: _____ CONTACT #: _____

PROGRAMME: _____ I.D. #: _____

DATE OF REQUEST: _____ DATE NEEDED: _____

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

NAME (Company/Person) _____

ADDRESS: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ (PLEASE INITIAL)

DATE COMPLETED: _____ (PLEASE INITIAL)

METHOD OF DISPATCH: _____

AMOUNT PAID: _____

FEES OUTSTANDING: YES NO

BOOKS OUTSTANDING YES NO

SIGNATURE - KNOX OFFICIAL

EMBASSY LETTER REQUEST FORM

PLEASE READ CAREFULLY AND THEN COMPLETE THE BLANKS

EMBASSY LETTERS ARE ONLY ISSUED TO STUDENTS WHO ARE CURRENTLY ENROLLED AND ARE IN GOOD STANDING WITH THE INSTITUTION

TEN (10) DAYS NOTICE MUST BE GIVEN FOR THIS REQUEST

Cost: \$500.00

NAME: _____ **DATE OF REQUEST:** _____

COURSE: _____ **I.D.#:** _____

NAME OF EMBASSY: _____

PROPOSED DATE OF VISIT: FROM: _____ **TO:** _____

NAME AND ADDRESS OF PERSON STUDENT WILL BE VISITING

NAME: _____

RELATIONSHIP: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **DATE COMPLETED:** _____

METHOD OF DISPATCH: _____ **(DELIVERED TO STUDENT/PARENT /OTHER PERSON)**

AMOUNT PAID: _____ **SIGNATURE:** _____