



SEVERN
BUSINESS
COLLEGE

Letter/Verification/Other Request Form

Details:										
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other _____	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
First Name:										
Surname:										
Address:										
Contact Number:	Student Ref No:									
Course of Study:										
Email Address:										
Purpose of letter/verification/other:										
Please provide details:										
Reference letter <input type="checkbox"/>	Verification via email <input type="checkbox"/>	Other <input type="checkbox"/>								
Please specify purpose and tick below										
Purpose:										
<input type="checkbox"/> Email me the letter/other										
<input type="checkbox"/> Verification via email										
Signature:	Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
A £20 charge per letter/verification/other via email. Please pay at: www.severnbusinesscollege.com/onlinepayment.php										
Please note: it takes around 2-5 working days to issue the letter/verification/other via email.										

PLEASE COMPLETE THIS FORM AND EMAIL TO: admission@severnbusinesscollege.com