



THE BAHAMAS BAPTIST COMMUNITY COLLEGE  
 #8 Jean Street  
 P. O. Box N – 4830  
 Nassau, The Bahamas  
 (242) 364-0695 Fax: (242) 364-3209

# STUDENT LETTER REQUEST FORM

**FEES:** \$10.00 (mail or pick-up)

**COURIER SERVICE (Effective August 1<sup>st</sup>, 2008)**

Canada	\$55.00 (\$10.00 + \$45.00)	USA	\$60.00 (\$10.00 + \$50.00)
UK	\$75.00 (\$10.00 + \$65.00)	Caribbean	\$65.00 (\$10.00 + \$55.00)

**Please Note: All letters will be available within seven (7) working days**

NAME: \_\_\_\_\_ STUDENT NUMBER : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Major: \_\_\_\_\_ Programme: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Letter is to be sent to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hold letter for pick up                       Mail letter

Please indicate the purpose for the letter:

- Insurance
- American Embassy
- Enrollment verification
- Department of Immigration
- Completion of Programme
- Work Release for Class (Please attach a copy of your class schedule)
- Work Release for Examination (Please attach a copy of your class schedule)
- Tuition and Fees
- Other \_\_\_\_\_

**OFFICIAL USE ONLY**

Bursar: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Record's Officer: \_\_\_\_\_ Date: \_\_\_\_\_