

SAMPLE LETTER ONLY – NOT FOR OFFICIAL USE

Monday, 14 December 2015

STUDENT ENROLMENT PATTERN

Student Name:

Student ID:

Date of Birth:

This is to verify that **Student Name** is enrolled **Full/ Part Time** in the **Program Name** at the University of Newcastle.

Records show the following enrolment pattern:

Study Period, Year

Course Code	Unit Value	Added Date	Dropped Date
<Course Code>	<Number Credit Points>	<added date>	<dropped date>
<Course Code>	<Number Credit Points>	<added date>	<dropped date>
<Course Code>	<Number Credit Points>	<added date>	<dropped date>
<Course Code>	<Number Credit Points>	<added date>	<dropped date>
<Course Code>	<Number Credit Points>	<added date>	<dropped date>

Student Name was therefore enrolled **full/part time** in **Semester, Year** until the **dropped date**. **After this date <student name> was enrolled <full time/part time or not enrolled>**.

Please do not hesitate to call the Enquiry Centre on (02) 4921 5000 if you have any further enquiries.

Yours Sincerely,

For Ms Gail White
Academic Registrar

T +61 2 4921 5000
F +61 2 4985 4200
EnquiryCentre@newcastle.edu.au