

SAMPLE LETTER ONLY – NOT FOR  
OFFICIAL USE

<Student Name>  
<Street Number & Name>  
<Suburb, State & Postcode>

**International Student Release**

**Student ID:**

**Date of Issue:**

**Student Name:**

This is to verify that the above named student enrolled on <Commencement Date> in the <Course Name> at Monash University.

The faculty has informed this office that this course is inappropriate for the above named student as it does not meet the relevant educational and development needs of the student.

**Terry Hogan  
Manager, Client Services**

SAMPLE