

# Reference Letter Request Form

Request for reference letters will only be honoured if the child has completed **two full sessions** at Arts Umbrella (or the equivalent of 20 weeks) with the same instructor, the last class taking place no more than one year ago. This form must be **completed in full**.

Please note that filling out a request form does not guarantee a reference letter. Arts Umbrella Faculty have the first right of refusal in providing students with a reference.

Effective June 1<sup>st</sup>, 2022 – A \$50 fee will be charged in CASH, CHEQUE, CREDIT or DEBIT for a reference letter, with a \$5 additional charge for any further requests. This fee is waived for bursary students.

**Please note: 3 weeks notice is required for processing. Thank you!**

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Name of Student:

\_\_\_\_\_

Name of Parent:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

City:

\_\_\_\_\_

Province:

\_\_\_\_\_

Postal Code:

\_\_\_\_\_

Primary Phone Number:

\_\_\_\_\_

Birth Date (MM/DD/YYYY):

\_\_\_\_\_

Age:

\_\_\_\_\_

Requested pick-up date:

*\* 3 weeks required for processing\**

\_\_\_\_\_

Requested instructor for reference:

\_\_\_\_\_

How long has the student known the instructor?

\_\_\_\_\_

What classes has your child taken at AU over the past five (5) years?

\_\_\_\_\_

\_\_\_\_\_

## Reference Letter Request Form

To whom should the letter be addressed? Please include address and recipient, if applicable.

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What purpose do you need the letter for? (i.e. school application, scholarship)

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What do you require the instructor to focus on in their recommendation?

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Does the application process include an online reference form? If so, please specify the recipient and date by which it is required. (*Arts Umbrella faculty have the first right of refusal of any additional forms.*)

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Parent Signature

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Date

***Please return your request to Student Services at the Front Desk.***

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**For office use only.**

When did the student start attending AU (date): \_\_\_\_\_

Date received by Student Services: \_\_\_\_\_

# Reference Letter Request Form

Instructor comments (to be completed by instructor only):

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Instructor Signature

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Date

<p><b>For office use only.</b></p> <p>Date received by Programming: _____</p> <p>Date processed by Programming: _____</p>
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