



GED ENROLLMENT LETTER REQUEST FORM

PAYMENT REQUIREMENTS

- **Before the program begins:** At least **50% of the GED program fee** must be paid before a letter can be issued.
- **During the program:** Payments toward the program balance must be **up to date**.
- **After the program ends:** All outstanding balances must be **paid in full** before a letter can be issued.

PROCESSING TIME: Three (business) days

COST: US\$5.00 per letter

APPLICANT INFORMATION

FULL NAME: _____ DATE OF BIRTH (dd/mm/yyyy): _____

RESIDENTIAL ADDRESS: _____

GED START DATE: _____ & END DATE: _____

CONTACT NUMBER(S): _____ / _____

CONTACT EMAIL: _____

LETTER REQUEST DETAILS

PURPOSE _____

ADDRESSED TO (PERSON/ORGANIZATION) _____

NUMBER OF LETTERS REQUESTED: _____

DATE: _____ SIGNATURE: _____

OFFICE USE ONLY

Prepared by: _____

Prepared on: _____

Signature: _____

FOR PICK-UP

Name: _____

Date: _____ Signature: _____