

(Date)

(Name of recipient)  
(Address)  
(Suburb, Postcode, State)

Dear (insert recipient)

**Re: International Student Deferment of Studies**

**Student details:**

<b>Name</b>	
<b>Date of birth</b>	
<b>Government Student Number</b>	

This letter is to certify that (insert student name) is deferring from their studies at Alphington Grammar School.

(Insert student name) should be aware that a transfer to a different education provider may have Visa implications and it is advised that the student contacts the Department of Home Affairs office as soon as possible to notify them of a change in provider.

Please do not hesitate to contact me should you require any further information.  
Yours sincerely,

Principal.