



THE UNIVERSITY OF TRINIDAD AND TOBAGO

# Student Accounting Services Request Form

Name: \_\_\_\_\_ UTT Student ID No.: \_\_\_\_\_  
(BLOCK LETTERS)

Contact #: \_\_\_\_\_ (cell, home, work)

Programme: \_\_\_\_\_ FT  PT

PUP / CAE  Certificate  Diploma  B.Tech / B. Eng  BSc./ BASC

Bachelor of Fine Arts/Education/Sports/Arts  MSc.  Phd.  MPhil.

Request:

**Please tick (✓) type of letter(s) requesting** (See letter description & collection period overleaf)

BIR Letter ( <i>Specify Period</i> )		Fees Projection Letter ( <i>Specify Period</i> )	
Copies of UTT receipts ( <i>Specify Period</i> )		Fees owing for Semester ( <i>Specify Period</i> )	
Fees Paid Letter ( <i>Specify Period</i> )		Invoice	

**ADDITIONAL INFORMATION:**

Please indicate to whom the letter is to be addressed (*i.e. companies, schools, etc.*):

(1) Name: \_\_\_\_\_ (2) Name: \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requested By \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICIAL SAS USE ONLY**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Document Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Ref. No.: UTT.ACCTS \_\_\_\_\_ / \_\_\_\_\_

**TO BE COMPLETED BY RECIPIENT OF LETTER**

Collected By: \_\_\_\_\_

Date: \_\_\_\_\_

Form: SAS-Finance  
Form No.: SAS - F - 03  
Approved: M.SAS - 2010.04.03

## LETTER DESCRIPTION & COLLECTION PERIOD

- **BIR Letter** (*issued in 5 working days*)

This letter confirms registration status for the previous financial year.

- **Fees Paid Letter** (*issued in 5 working days*)

This letter reflects the fees paid by or on behalf of the student.

- **Fees Projection Letter** (*issued in 5 working days*)

This letter confirms total fees payable (for semester, year or programme duration) to UTT.

- **Invoice** (*to be sent directly to sponsors i.e. companies, institutions, etc.*)

Invoices are issued to institutions that commit themselves to sponsoring students. In such cases the sponsor must send a letter of intent to the Students Accounting Department of UTT.

- **Fees Owning for Semester** (*issued in 5 working days*)

This letter reflects the fees owed for the semester.

- **Copies of UTT Receipts**

Copies of UTT receipts are issued in extreme situations only. Copies will be issued in **10 working days**.