[Insert School Letterhead]

**VETRO Enrolment – [Student first name, last name, D.O.B.]**

Dear [Training Provider],

This letter is to confirm [Student first name, last name]’s existence and eligibility to access VETRO at your training provider for enrolment in [course name] under VETRO arrangements.

Please find attached a copy of the student’s:

*[School to indicate at least one of the following forms of ID and delete those which do not apply]*

* **Current driver’s licence or learner’s permit**
* **Current proof of age card (issued by Services SA)**
* **Current Australian Passport in conjunction with evidence of residential address**
* **Current School Student Card issued by the school where the student is currently enrolled**

*[Either: I can confirm the student’s current residential address is as shown on the identity documentation attached OR : I can confirm the student’s current residential address is:*

* **SA residential address** [*Postal addresses are not acceptable*]

Please retain this letter and attachment/s in your records for the student.

Sincerely,

VETRO Coordinator

[Date]