



relate
institute

The applicant who gives you this letter is applying for a programme of study with Relate. We hope that the applicant has had an opportunity to consult with you and that you have agreed to act as a referee. As you have received this letter we hope that you will be able to provide your opinion on this applicant's suitability to study for the programme named below.

As the applicant cannot be considered for a place on this programme of study until we have received your reference, we would appreciate its early return. The applicant may ask for the reference to be returned to her/him so that it may be sent in one package with the application form and other documentation in support of the application. If you intend to send the reference directly to the Relate, please remember that under the Data Protection Act the applicant can ask for a copy of the reference and any other information which we may hold about the applicant.

We would like to take this opportunity to thank you in advance for taking the time to complete this reference. We do not normally acknowledge receipt of references. If you specifically would like us to acknowledge receipt, then please indicate this to us. May we also ask that you keep a copy of the reference for your information until the applicant has been accepted on the programme of study.

APPLICANT DETAILS

Surname, family name:

Title (Mr/Miss/Mrs/Ms/Dr):

First name or Forenames (in full):

Date of birth:

Programme applied for:

In giving your reference, please could you answer all the questions as fully as possible.

How long have you known the applicant and in what capacity?

What is your experience of the applicant's academic ability and how in your view would the applicant cope with the academic level of this programme?

How would you describe the applicant's personal suitability to embark on this programme?

Reference Request

How would you describe the applicant's professional suitability to embark on this programme?

Is there any reason that you know why this applicant should not be offered a place on this programme?

I declare that the information I have given above is accurate and that I am in no way related to the applicant.

Referee's Signature

Date

Referee's Full Name (Block Capitals)

Referee's Address

Referee's Occupation

Referee's Telephone

Please return the reference form to:
Applications at Relate Institute
Montagu
University Centre
High Melton
Doncaster
DN5 7SZ