Email Template: Approval Request to Register Student

From: Sask DLC Student Intake Team
To: [Insert contact email address]
CC:
Subject: Sask DLC Request for Approval to Register Student

Hello,

This email is confirmation that student [insert name here] has made a registration request to take courses at Saskatchewan Distance Learning Centre (Sask DLC). High school courses are $500 each.

The student will not be enrolled until receipt from your organization of the following:

1. Response to this email with approval of the student to register in the course and that your organization will pay the course fee (s); and
2. A contact name for your organization.

Once we have received the two above requirements the student will be enrolled.

Thank you,

[Email Signature]