



Confidential Referees Report for Off-Campus Bachelor Degree Applications

Return Address:

Faculty of Business and Law
Deakin University
PO Box 423
Warrnambool Vic 3280
Australia

Telephone + 61 3 5563 3510
Facsimile + 61 3 5563 3320
Email enqblw@deakin.edu.au

Details of Applicant

Title Family Name

Given Names Date of Birth

Details of Referee

Name of Referee

Position

Firm or Organisation

Address

..... Post Code

Telephone Number (Business) Facsimile

Referees Report

How long have you know the applicant?

In what capacity have you known the applicant?

In what ways do you believe the applicant would benefit from formal education in the
commerce area?

How would you rate the applicant in terms of the following characteristics?

Characteristic	High	Average	Below Average	Not Known
Ability to work with others				
Innovative/creative abilities				
Motivation and diligence				
Personal integrity				
Completion of projects				
Ability to analyse problems				

Please make any further comments which you feel will be helpful, either in the following space or in an attached letter.

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A recommendation on your assessment of the applicant's ability to complete tertiary studies (please circle):

- Unreserved ➤ Strong ➤ Moderate ➤ None at all

Signature of Referee Date

Thank you for your time and effort in completing your response. Please be assured that all references are kept in strict confidence.