



STUDENT RECORDS ACCESS REQUEST FORM

The student has rights to access their records as set out in our Privacy Policy

Please note:

- * Proof of ID is required (licence, passport) before access.
- * The RTO does not allow documentation to be removed from the college, you are welcome to use our photocopy services to copy documentation. Photocopying will be under direct supervision by approved Manager. If you are copying more than 10 pages, you will be charged 25c/page.
- * If you are not a current student you will be charged a fee each time you wish to access your records, the fee is \$75 and must be paid in advance.

OFFICE USE ONLY	
Approved Manager:	_____
Signature:	_____
Access Granted:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date:	___ / ___ / ___
Are updates required? (detail below)	
Comments:	_____

STUDENT DETAILS	Please Note: To receive access to student records, the student must complete this form and submit completed form (original) to the Training Manager.	
Family Name:		Given Name/s:
Nationality:		Date of Birth: (dd/mm/yy) / /
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Email Address:
Address:	Suburb:	Post Code
Home Telephone:		Mobile Number:
Student ID:	What identification are you providing?	
REQUEST ACCESS		
I, the above named student, request access to my records:	Student Signature:	
	Date: / /	
RECORDS ACCESS		
Detail the specific items that you want to access:		
Indicate reason for access:		
Are updates required to your records?		

Once you have completed this form, make an appointment to meet with the Training Manager.

Training Manager Name:

Email:

Phone: