



# Student Records Access Form

[Insert AEA Name, Contact Name, Address, Phone, Fax, Email, Website, ACN or ABN, Provider No]

## 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.
- \* AEA 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 Training Manager. If you are copying more than 10 pages, you will be charged 25c/page.

### OFFICE USE ONLY

Approved Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Access Granted: Yes  No

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 RTO 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 RTO Manager .

Email:

Phone:

Student Signature: .....

RTO Manager Signature: .....