



NAFET

National Academy of Further Education & Training

REQUEST FOR STUDENT RECORDS ACCESS

This form is to be completed and handed in to Administration if a student wishes to gain access to their personal details. If the student wishes for the material to be sent, only copied version will be issued to the address held on the student file.

Note that any incomplete request will not be processed by Administration.

Student ID No.							
Given Name(s)							
Surname							
D.O.B (dd/mm/yyyy)				Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Course							
Address							
Suburb				Postcode			
Home Phone				Mobile Phone			
Email							
Reason for Request							
I wish for my records to be sent to my address	Yes <input type="checkbox"/>			No <input type="checkbox"/>			
Declaration I understand that: <ul style="list-style-type: none"> This is an application for a student detail access and the request will be considered in accordance with the Institute's <i>Privacy Policy & Procedure</i>. I will be informed of the outcome of this request including the reasons for the outcome. 							
Signature				Date	/ /		



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Office Use Only			
Received by Administration		Name:	Date: / /
Outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Reason(s) not approved (if applicable)			
Administration Executive Signature			Date: / /
Action Required		Actioned By	Date
<input type="checkbox"/> Copies only sent to address held on student file if required – Administration Department			/ /
<input type="checkbox"/> All documents filed in student folder – Administration Department			/ /