

Request for Access to Student Records Form

Instructions for use of this form

1. This form is to be completed by the student requesting access to their personal records.
2. It must be completed, signed and original forwarded to the Reception Area.
3. For assistance with this form contact Orange International College at +61 3 9670 2985 or email info@orange.edu.au
4. Information will be provided in 7 working days.

Personal Details

Name:	
Date of Birth:	
Student ID:	
Course :	
Telephone / Mobile:	
Email Address:	
Document Requested:	
Reason:	

Acknowledgement

I understand that my application for access to my personal file is controlled by Orange International College's Privacy Policy.

Print Name:

Signature:

Authorisation

Authorisation for Processing						
Action to be taken:	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Access Date:	
Comments:						
Print Name:		Position:				

Signature:

Date Processed: