

Student Request for Access to Records Form

The processing of requested records may take up to 10 working days once this Form has been received and any invoices issued for printing costs have been confirmed as paid.

Course and Code			
Student Name		Student Number	
Contact Number		D.O.B	
Address		Suburb	
Postcode		State	
Email Address			

Send Completed Form to:	Post: Level 6, 140 Creek Street Brisbane 4000		
	Email: admin@get.edu.au		
Detailed description of records requested (please attach additional page if required):			
How would you like to receive copies of your records? <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Pick Up			
Declaration	I _____ confirm that I have read and understood the 'Student Access to Records Policy & Procedure' available on Success resource's website www.successresources.com.au and authorize Success Resources to send out the records as described and by the method I have identified above.		
Student Authorisation Signature		Date	

Office Use Only

Date received:		Received by:							
Approval:	The records requested are approved for release to the Student				<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No							
Method of how the records are issued to student									
Sent By		Signed		Date					