



STUDENT RECORDS REQUEST FORM

Purpose

This form enables students to formally request access to view or obtain copies of their personal records held by Iona Columba College (the College). It supports transparency, privacy compliance, and the student's right to access their information in accordance with the *Privacy Act 1988 (Cth)* and the College's Records Management Policy.

Instructions for Use

- Complete all required fields on this form, ensuring accuracy and legibility.
- Submit the completed form to Administration, along with valid photographic identification (e.g. student ID, driver's licence, or passport).
- The College will process the request within 2 business days of receiving the completed form and ID.
- An administrative fee may apply for printed or posted copies of records; students will be advised of any charges prior to processing.
- Records will only be released to the student or an authorised representative with written consent.

Student Full Name: _____

Student ID: _____

Course Code and Title: _____

Contact Email: _____

Phone Number: _____

Type of Request (tick one):

☐ View Only ☐ Printed Copies ☐ Digital Copies (Email)

Records Requested (tick all that apply):

☐ Enrolment & Personal Info

☐ Assessment Results

☐ Certification Documents

☐ Attendance / Progress

☐ Other (please specify): _____

Reason for Request:



Student Signature: _____ Date: _____

Office Use Only:

- ☐ ID Verified
- ☐ Request Processed
- ☐ Copies Provided
- ☐ Fee Paid (if applicable)

Processed By: _____ Date: _____