



## Access to Records Form

This form is used by students who wish to make requests regarding academic matters. This includes their academic transcripts, completion letters, statement of attainments, payment arrangements etc. The notice requires a minimum of seven (7) working days before consideration.

### Personal Details

First Name:	
Last Name:	
Student ID:	
Address:	
Phone:	
Email Address:	
USI:	

### I wish to request access to the following records:

<input type="checkbox"/> Academic Transcripts
<input type="checkbox"/> Statement of Attainment
<input type="checkbox"/> Certificate (Award)
<input type="checkbox"/> Letter of Completion
<input type="checkbox"/> Personal Records
<input type="checkbox"/> Payment Plan
<input type="checkbox"/> Other (please specify)

### How would you like to access these records?

- Copy posted to me
- View the records in person



**Proof of Identity:**

We require valid proof of identity to be provided by the student named above: I am providing the following as evidence (choose 1):

- Passport
- Birth Certificate
- Drivers Licence
- Photo Card

**I have provided this as:**

Original sighted by an Under the Hammer Training Staff Member  
Certified copy of the original

**Office Use:**

RTO Indicate:	<input type="checkbox"/> Staff Initials:	<input type="checkbox"/> Photographed Original	<input type="checkbox"/> Copy Received
	Date: _____		

Student's Full Name		Date:	
Student's Signature			

Please email form to: [enquiries@underthehammer.net.au](mailto:enquiries@underthehammer.net.au)