



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 ten (10) working days before consideration.

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

I wish to request access to the following records:	
<input type="checkbox"/> Academic Transcripts	<input type="checkbox"/> Personal Records
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Payment Plan
<input type="checkbox"/> Certificate (Award)	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Letter of Completion	
How would you like to access these records?	
<input type="checkbox"/> Copy posted to me	<input type="checkbox"/> 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:	<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Driver's License <input type="checkbox"/> Photo Card
I have provided this as:	<input type="checkbox"/> Original sighted by an Under The Hammer staff member <input type="checkbox"/> Certified copy of the original	

Signature:			
Signed:		Date:	
Printed Name:			



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

Please return this form in person to:
503/77 Dunning Ave, Rosebery NSW 2018
Or email to: enquiries@underthehammer.net.au