

Administration Documentation Request Form STUDENT

This form is to be completed by any student requesting documentation from the Student Administration. Where this documentation might include:

Forms, student records (if permitted), courseware, letters, outcomes, applications etc.

Given the type of documentation request students must leave a minimum of 5 working days for Student Administration to process requests.

If requests are linked to timetables and/or student matters students should make this request 5 days prior or ASAP

Student Name:		STUDENT ADMINISTRATION APPROVAL FOR DOCUMENT RELEASE
Student ID No:		
Course		
Unit (if applicable)		
Description of Records Requested	Reason	

Student signature

Date

----- /-----/-----

OFFICE USE ONLY

Name of authorising STUDENT ADMINISTRATION officer

Signature

Date

Print name:

Signature: