

Access to Records Request Form

ET Form No: F012

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Authorised by: Compliance Manager E&T

ACCESS TO RECORDS REQUEST	
INSTRUCTIONS:	
Please fill out this form using BLOCK letters and attach a copy of your ID (e.g. drivers licence).	
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Student's Name:	
Address:	
Phone Number:	Email:
Course Name (e.g. Certificate II in Business):	
I would like to request access to records of my (please tick):	
☐ Enrolment	Assessments outcomes
Attendance	Fee payments
I would like to view the record(s) (please tick):	
☐ In original hardcopy at an MTC campus	A report from the MTC database
Declaration I understand that if I choose to view my records in original hard sirguments and that if I choose to view my records in original hard sirguments and that if I choose to view my records in original hard sirguments and the same decomposite from my file.	
circumstances may I take any documents/evidence from my file	
Signature:	
PLEASE SUBMIT THIS FORM TO MTC AUSTRALIA WITH A COPY OF YOUR ID ATTACHED OFFICE USE ONLY	
	tity verified AND
	ords emailed/posted to student OR
Confirmation	phone call/email made to arrange viewing
Viewing Date: Viewing Time:	Assigned Staff Member's Name:

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