

## Student Records Request Form

Student's requesting access to their records in order to monitor their participation and progress are required to complete this form and submit it to the Institute of Education and Training. Please note that, there is no cost to simply view records at the office. If printed or electronic copies of records are requested a \$10.00 one off copy fee will apply for each enrolment. Payment of this fee should accompany this request form.

Return form via mail, or in person to:  
The Institute of Education & Training  
P.O Box 3253, Mornington, Victoria  
Phone: 0409415196

- Hours - Monday - Friday 8:30am - 4:00pm
- One off copy fee - \$10.00 Fee per Course
- Cash, Visa or MasterCard
- Picture ID Required
- Allow two Business days to process request
- All incomplete Request Forms will be returned

<b>Student Name:</b>	
<b>Student USI:</b>	
<b>Date of birth:</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Course enrolled:</b>	
<b>Date enrolled:</b>	
<b>Description of Records Requested:</b>	
<b>Are copies requested</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

- ☐ I will pick up my transcript/records
- ☐ I need my transcript/records mailed to: ( Name and Address for mailing)

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Print name: \_\_\_\_\_

Signature: \_\_\_\_\_