



# Student Access to Records Form

This form is to be used by students who would like to access information on participation records, results, completed assessments or enrolment documentation completed with Shafston House College Ltd trading as Shafston International College.

## Personal Details

Student Number:	<input type="text"/>	Given Name:	<input type="text"/>
Family Name:	<input type="text"/>	Email Address:	<input type="text"/>
Phone:	<input type="text"/>	Date of Birth:	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY
Name of Course:	<input type="text"/>		

## Detailed description of records requested (please attach additional page if required)

## How would you like to receive copies of your records?

<input type="checkbox"/> Post to:	<input type="text"/>	<input type="checkbox"/> Email to:	<input type="text"/>
	<input type="text"/>	<input type="checkbox"/> Pick up	<input type="checkbox"/> View on-site

## Declaration

I confirm that I have read and understood the 'Student Access to Records Policy & Procedure' available on the website [www.shafston.edu](http://www.shafston.edu)

Signature:	<input type="text"/>	Date:	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY
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## SUBMITTING THIS FORM

### Please print and complete details

The processing of requested records may take up to 10 working days once this Form has been received and any invoices issued for printing costs have been confirmed as paid.



### POST

Shafston International College  
46 Thorn Street, Kangaroo Point  
QLD 4169 Australia



### EMAIL

[info@shafston.edu](mailto:info@shafston.edu)



### ENQUIRIES

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