



# Request for Access to Student Records Form

## Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:  
Orange College Pty Ltd – Level 6, 416–420 Collins Street Melbourne Victoria 3000. Telephone: +61 3 9670 2985  
Mobile +61 488 267 496 | Email: info@orange.edu.au | Website: www.orange.edu.au

## Personal Details

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID: \_\_\_\_\_ Course: \_\_\_\_\_

Telephone / Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Document Requested: \_\_\_\_\_

Reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Acknowledgement

I understand that my application for access to my personal file is controlled by Orange College's Privacy Policy.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Office Use Only

### Authorisation for Processing

Action to be taken:  Approved  Denied Access Date: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_