



STUDENT REQUEST FOR ACCESS TO OWN PERSONAL INFORMATION

This form requests access to personal information held by Excelsia College Administration. Please complete and submit to Administration, who will contact you within 24 hours to arrange for access.

This request for access does not include information contained on any government database or file. Please contact the relevant government department or agency for such information.

There may be instances where you will be denied access, for legal reasons, in which case you will be notified of the reasons.

<p>Name: _____ DOB: _____</p> <p>Address: _____</p> <p>_____ Student No: _____</p> <p>Information Requested _____</p> <p>_____</p> <p>Reason for Request _____</p> <p>_____</p> <p>_____</p> <p>I declare that:</p> <ul style="list-style-type: none">• The above information is correct• I understand for legal reasons access to my personal information may be denied. <p>Signed _____ Date _____</p>
<p>OFFICE USE ONLY:</p> <p>Enquiry Tracking No _____</p> <p>ACCESS GRANTED <input type="checkbox"/> ACCESS DENIED <input type="checkbox"/></p> <p>Reasons access has been denied _____</p> <p>_____</p> <p>Date completed _____ Signature _____</p>