



## 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.

Name: _____	
DOB: _____	
Address: _____	
Student number: _____	
Information requested:	
Reason for request:	
I declare that:	
<ul style="list-style-type: none"><li>• The above information is correct</li><li>• I understand for legal reasons access to my personal information may be denied.</li></ul>	
Signed _____	Date _____
<b>OFFICE USE ONLY:</b>	
Enquiry Tracking Number _____	
<b>ACCESS GRANTED</b>	<b>ACCESS DENIED</b>
Reasons access has been denied:	
_____	
Date completed _____	Signature _____