

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 Administration Department. Please note that, there is no cost to simply view records at the office. If printed or electronic copies of records are requested a \$25.00 one off copy fee will apply for each enrolment. Payment of this fee should accompany this request form.

Please complete this form and submit to:

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|---|---|--|
| In Person: Student Administration | Post: Level 7, 451 Pitt Street, Haymarket NSW 2000 | Scan and email to: info@pca.edu.au |
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Applicant to complete

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

- I will pick up my transcript/records (72 hour processing time)
- I need my transcript mailed to: (Name and Address for mailing)

- Please release records to : _____ (ID REQUIRED)

Print name: _____

Signature: _____