

## Student Records Request Form

Students requesting access to their records in order to monitor their course participation and progress are required to complete this form and submit it to your Trainer. Please note that, there is no cost to simply view records at the EduNex office. If printed or electronic copies of student records are requested, a \$10.00 once off photocopy fee will apply for each enrolment. Payment of this fee should accompany this request form.

**Return form via email, mail, or in person to:**

EduNex Training  
 Address: Suite 5, Level 3, 13-15 Lake Street,  
 Caroline Springs, VIC, 3023  
 Phone: Phone: 03 9361 1359  
 Email: [info@edunex.edu.au](mailto:info@edunex.edu.au)

- Hours: Monday – Friday (9am – 5pm)
- Fee: \$10.00 once-off photocopy fee per course
- Payment Method: Cash, Visa or MasterCard
- Licence ID Required
- Allow 2 business days to process request
- All incomplete Request Forms will be returned

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|--|--|
| <b>Student Name:</b>                     |  |
| <b>Date of Birth:</b>                    |  |
| <b>Phone Number:</b>                     |  |
| <b>Email Address:</b>                    |  |
| <b>Course Enrolled:</b>                  |  |
| <b>Description of Records Requested:</b> |  |
| <b>Are copies Requested</b>              | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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

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- Please release Records to: \_\_\_\_\_  
 \_\_\_\_\_ (ID REQUIRED)

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

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