



MGIT Student Records Request Form

Access to Records, Certificates and others

- Student files may only be accessed by the trainer/assessor or relevant administration officer for the purposes of updating those files or an auditor appointed by regulatory or legislative institution as part of a compliance audit.
- Students have a right to view their own files and may do so upon written request by completing 'MGIT Student Records Request Form'
- **No Statement of Attainment or Certificates will be issued if student has an unpaid tuition fees.**

Access to student file by a third party other than the student can only be provided with the written consent of the student. This consent can only be given in writing by completing and submitting the 'MGIT – Student Records Request Form'

I hereby request that MGIT provide access to my personal records. I require the following information:

(Tick ✓ the most appropriate)

- Issue my certificate or statement of attainment- (within 30 calendar days of the student final assessment completion) no charges apply
- re issue of certification/statement of attainment awarded to me from MGIT- \$20.00
- copies of all my assessment results gained during training with MGIT -\$ 20.00/qualification
- copies of all my personal information held on file by MGIT- \$1.00/page
- Interim Student Transcript Records -\$10.00
- Other information as specified \$1.00.page:.....

I understand that MGIT will require **five working day*s** to supply this information to me.

Name	
Sign	
Date	
Third Party Authority	I _____, authorizing; _____ To collect the requested student document on my behalf.

Office Use Only

Action Required	Department	Officers Signature	Date
Received documentation from Student/third Party	Student Support		
Application Fees received and invoice release	Accounts		
Student records collected	Student Support		

***Note: Issuance of Certificate or statement of attainment is subject to student completion or partial completion of units of competency. All completed assessment will be marked within 2 weeks and submitted to Administration department for recording.**