



F.51V02 Request to View Personal File

International Student Domestic Student

Student Details:

Given Name(s): Surname:

Student ID: DOB: USI No:

Phone: Email:

Documents Request:

Please tick appropriate box

Administration File Academic File

Please tick box for proof of IDENTIFICATION: One type of Identification must be photo Identification

Current Passport Drivers Licence
 Medicare Card Concession Card
 Keypass Other:

STUDENT DECLARATION

I understand and accept that my request to view my personal file (admin file and or academic file) will allow me only to view my personal information and this information remains the property of Barkly International College.

I understand that I have the right to dispute the information in my personal file through the BIC Complaints and Appeals Process. P.31 Complaints and Appeals.

I understand my admin and or academic file will only be viewed at an agreed time between myself and personnel required to attend this viewing.

Student Signature: Date:

Office Use Only

Finance Department Approval: Date:

Academic Department Approval: Date:

Application Processed By: Date:

Comments:

Document Information

Title:	F.51V02 Request to View Personal File	Version No:	V2.0
Author:	Barkly International College Pty Ltd	Date Created:	1 January 2018
Reviewer:	Level 1, 377 Lonsdale Street, Melbourne VIC 3000		