

# Record Access Application Form

Australian College for Excellence

RTO No: 4557 CRICOS No: 03823C



Note to Students					
Students who wish to access the records of certificate issued by ACE, should fill this form and submit to the front office. Please submit the Verified Identification evidence to achieve 100 points & to process this application.					
Personal Details					
Given Name		Surname			
Date of Birth		Student ID			
Address					
State		Postcode			
Home Phone		Mobile		Email	
USI Number					
Course Details					
Completed Course					
Current Course Enrolled		Subsequent Courses			
Course Completed Date / Year					
Student Signature		Date			
Office Use Only					
Date Received		Received By			
Any outstanding payments	<input type="checkbox"/>	Yes (if Yes, please provide the Details)			
	<input type="checkbox"/>	No			
Identification verification achieved by using 100-point check	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No			
Evidence Attached	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No			
Approved for Accessing the records	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No (if No, please provide the comments below)			
Comments:					
Date Processed		Processed By			
Correspondence sent to the student (Yes / No) Date:			Sent By:		