

This form is to be completed by students wishing to grant third party access to their TAFE QLD Student Records. This form is **NOT** for use by Solicitors, Recruitment, Employment or Verification Agencies. These organisations must use their own form appropriate to the act / circumstances of the request.

**Please ensure your personal and address details recorded on the Institute's enrolment system are correct.** You can update your own details at <http://enrol.tafe.qld.gov.au> (You must have your student number and a valid email address recorded on the Institute's system to register for Student Self Service).

Please fill in all details on this form, sign and return to the Institute for action.

**STUDENT DETAILS** (Student granting access to records)

Student Number \_\_\_\_\_  
Student Given Name/s \_\_\_\_\_  
Student Surname \_\_\_\_\_  
Student Date of Birth \_\_\_\_\_

**THIRD PARTY DETAILS** (Party nominated to gain access to records)

Third Party Full Name \_\_\_\_\_  
Third Party Date of Birth \_\_\_\_\_  
Third Party Relationship  
(e.g. parent, employer) \_\_\_\_\_

**ACCESS LEVEL** (please tick)

- Full Access (leave other boxes blank)  
 Personal Details  
 Attendance Records  
 Enrolment Records  
 Financial Account  
 Results of Assessment  
 Award Documentation  
 Other (please specify) \_\_\_\_\_

I understand that the nominated third party on this form will be recorded on the Institute Student Administration System (ISAS) and must be able to confirm details as recorded on this form in order to access my account. I also understand that the third party nominated will have access to specified information until I request access to be removed.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_