



### **Application for appointment to access student file**

Appointments must be made with the relevant Faculty Office to view your student file. This form should be submitted to the Faculty Office at least one week prior to the time of the appointment to view the file. The exact time should be negotiated with the staff in the Faculty Office.

Conditions of access to student files.

I understand that:

- I will only be able to view the file under the supervision of a member of the Faculty staff;
- I may be charged for copies of material held on the file;
- I may not remove, add to or annotate the file or its contents;
- Incidental material relating to other students that may be on my file will not be made available to me.

Name of student: \_\_\_\_\_

Faculty: \_\_\_\_\_

SID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I wish to access the student file held on me by the University.

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

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

**Faculty use only:**

Appointment date and time: \_\_\_\_\_

Staff member supervising access: \_\_\_\_\_

Date access provided: \_\_\_\_\_

This form to be placed on the applicant's student file