

CONSENT TO RELEASE PERSONAL OR HEALTH INFORMATION TO STUDENTS

This form is to be used where the University receives a request to release records or information about any student of Western Sydney University or The College. It is to be used in conjunction with the University's Personal and Health Information Guidelines and Privacy Management Plan, as well as the Privacy and Personal Information Protection Act 1998, and the Health Records and Information Privacy Act 2002 and Western Sydney University policies at all times.

IMPORTANT NOTE TO STUDENT

Please read this form carefully to check the information you give us your consent to release

The University will only accept scans or photocopies of this form if it is accompanied by a certified copy of relevant person's identification. The University may, in its absolute discretion, require that you send through an original, hand-signed form or provide further proof of identity.

Please note that a service fee of \$100.00 applies to every request for student information to cover our costs involved in processing the request. If we estimate that the cost of processing this request will exceed two hours, then we may request an additional amount, calculated at \$60.00 per hour, before we release any information or records.

Please note that this form only allows us to release the requested information to you, not to any third parties.

Your student details

Family name			
Given Name			
Date of Birth			
Student ID			
Contact Address	No. and street address		
	City/suburb	Postcode	
Telephone	Home or business	Mobile	
Email Address			

Proof of Identity

The University/The College may require proof of identity before it discloses any personal information that it holds.

If accessing personal information in person, the University officer will request original valid ID (eg. drivers license, passport) before disclosing the information. If accessing by other means you will need to provide a certified copy of a valid ID along with your request.

NB: We may contact you to verify your identity before we begin processing your request.

Useful Information and Purpose of request

To help us provide you with the information you are seeking, please provide the following information (if known):

- Dates or timeframes the information was created or received by the University (approximately)
- The person, University office or department that holds the information
- The purpose for which you are seeking the information (see below)

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Understanding the purpose of your request may expedite the search for information by excluding records that may not be relevant. In some cases, we may contact you for clarification before proceeding with your request. Please provide details in the box below (optional):

NB: the supply of the information on this form is voluntary, but if you do not provide all the information requested, the University may be unable to process your request.

Information Details

I authorise Western Sydney University/The College to release to me the following records or information about me [check below which information you agree can be released]:

Academic Information

- ☐ All personal information, including name, age, race, gender, address, and other contact details
- ☐ Academic transcript only
- ☐ Statement of graduation only
- ☐ All academic and other records related to my enrolment as a student (including information about admission, enrolment, enrolment status, academic progress, graduation; copy of academic transcript; copy of graduation statement)
- ☐ Records relating to any complaint made by me (including academic appeals or any Public Interest Disclosure or disciplinary action taken against me)
- ☐ Other *[please specify below]*

Financial Information

- ☐ All financial information (including fees, charges, fines, payment, financial assistance, student accommodation fees)
- ☐ Other *[please specify below]*

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Health Information

- ☐ All medical or other health records (including medical certificates, counselling records, academic integration plans)
- ☐ Other *[please specify below]*

Time Period

Please specify period of time to which the information relates

- ☐ Between these dates **[dd/mm/yyyy]** and **[dd/mm/yyyy]**
- ☐ All times during my enrolment at Western Sydney University

Signature: _____ Date: _____