

Request for Information Form

Students can access information that Lead Institute may have on record about them.
Please complete this form and submit it to Lead Institute's Administration Department.

Please allow at least 5 working days for processing.

Section A – student to complete		
Personal details		
Date:	Student Name:	
Student Number:	Student Address:	
Student Contact Details:		
H	M	
E		
<i>Please tick the appropriate items for which you would like copies.</i>		
Item	Tick	Comments
Enrolment Form	<input type="checkbox"/>	
Details of Complaint/Appeals application and outcome	<input type="checkbox"/>	
Details of Special Needs requirements	<input type="checkbox"/>	
Details of Course Attendance	<input type="checkbox"/>	
Other – <i>please provide details below</i>	<input type="checkbox"/>	
Section B – Lead Institute Administration to complete		
<p>Has the student received the requested information?</p> <p><input type="checkbox"/> Yes <i>If Yes, yourself and student to sign below, then file this form.</i> <input type="checkbox"/> No <i>If No, please complete Section C</i></p> <p>I, _____ (student name) confirm that I have received the information that I requested.</p>		
Student Name:	Administration Name:	
Student Signature:	Administration Signature:	
Date:	Date:	

Section C – Lead Institute Administration to complete

Please provide reasons related to the request being denied.

Has the student been informed? Yes No

Sign Off

Name:

Signature:

Date:

Chief Executive Name:

Chief Executive Signature:

Date: