

Student Records Request Form

Student's requesting access to their records in order to monitor their participation and progress are required to complete this form and submit it to the Office Manager. If printed or electronic copies of records are requested a \$10.00 one off copy fee will apply for each enrolment. Payment of this fee should accompany this request m.

Return form via mail, fax, or in person to: ACIM Solutions Address: Phone: Fax:	 Hours - Monday - Friday 8:30am - 4:00pm One off copy fee - \$10.00 Fee per Course Cash, Visa or MasterCard Picture ID Required Allow two Business days to process request

Student Name:			
Date of birth:			
Phone number:			
Course enrolled:			
Date enrolled:			
Description of Records Requested:			
Are copies requested	Yes	No	

□ I will pick up my transcript/records (72 hour processing time)

□ I need my transcript mailed to: (Name and Address for mailing)

Please release records to : ______ (ID REQUIRED)

Print name:

Signature: