

Request for Student Records [Remove this title when you have completed the information required below, which is in red and square brackets].

[Your Name]

[Your Address]

[City, State, Postcode]

[Your Email]

[Your Phone Number]

[Date]

[Liquidator's Name]

[Liquidation Firm Name]

[Liquidator's Address]

[City, State, Postcode]

Subject: Request for Student Records – [Education Provider Name] Liquidation

Dear [Liquidator's Name],

I am writing to formally request access to my student records following the closure of [Education Provider Name] and the appointment of [Liquidation Firm Name] as liquidators.

As an international student, I have been significantly impacted by the sudden cessation of my studies and require access to my academic records for the purpose of **recognition of prior learning (RPL)**, re-enrolment, and visa compliance. The records I seek include, but are not limited to:

- Confirmation of Enrolment (CoE)
- Academic transcripts and attendance records
- Payment history and invoices for tuition fees
- Any other documents relevant to my enrolment and course progress

Under the relevant sections of the ***Insolvency Practice Schedule (Corporations) (Sch 2, Corporations Act 2001)***, liquidators are required to maintain records of external administrations and may be requested to provide access to relevant parties with a proper interest. Given my standing as a former student, I request that these records be made available to me at the earliest opportunity.

We trust that [Education Provider Name] and your office have taken steps to ensure compliance with **Section 21** of the ***Education Services for Overseas Students Act 2000 (Cth) ('ESOS Act')*** regarding record-keeping obligations. It is our understanding that these obligations extend to the liquidators in this matter, including the facilitation of records to the relevant authorities, such as:

- **Australian Skills Quality Authority (ASQA)**
- **Tuition Protection Service (TPS)**
- **My prospective education provider for RPL purposes**

Failure to provide these records may result in further financial hardship and loss of educational opportunities, including additional tuition fees, visa extension costs, and other out-of-pocket expenses. Timely access to my records will assist in mitigating these losses.

If you are unable to provide the requested documents, I kindly request a written explanation outlining the reasons for this and any alternative options available.

I appreciate your cooperation and look forward to your prompt response. Please confirm receipt of this request and advise the estimated timeframe for processing.

Yours sincerely,

[Your Full Name]

[Your Student ID (if applicable)]