



## Amendment to Records Request Form

KINGSWAY COLLEGE

Use this form if you believe the records held by Kingsway College are incorrect and need to be amended.

Full name:	
Student ID Number (if applicable)	
Date:	

Please explain which records need to be updated and why they are incorrect.

Please attach evidence that proves the records are incorrect. List the evidence here.

Please provide your contact details in case we need to get in touch with you about this request.

Signed:	
Print name:	
Date:	/ /

**Please return this form to our office.**

We will notify you in writing of how we have responded to this request.