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## Accessing Application Records – Process Guidelines

1. The applicant will submit a written request to the Registrar for access to their application records.
2. Upon receipt of the written request, the College will prepare the records, subject to availability in accordance with the College's retention period.
3. The documents will be prepared and then approved by the Registrar. Photocopies of the file will be provided to the applicant. Requests can take up to 15 days to process. There is no fee charged to the applicant for access to their records. However, reasonable photocopying costs may apply.

### REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Approved by Council	September 18, 2020