

Student Reference Request form

The EKC Group will provide references to schools, colleges and employers for current students or former students who have studied at Colleges in the Group within the previous three years.

The information that we can provide is as follows:

- Dates of attendance
- Course(s) of study
- Result(s) obtained

We will not comment on the student's academic ability, character or other personal matters. We regret that we are unable to provide references via telephone. We may however contact you by telephone if we need further information to process the request.

To comply with data protection legislation we will only process requests which are accompanied by a written declaration from the student giving consent for their information to be released. The student's consent can be provided in the form of a signed letter (this is the preferred format) or sent by email from the student's college email account or personal email address as held on their student record.

To request a student reference, please complete this form electronically and email it with the student's consent to the relevant College:

Broadstairs College	enquiries@eastkent.ac.uk
Canterbury College	canterbury.studentrecords@eastkent.ac.uk
Dover Technical College	supportservices.dover@eastkent.ac.uk
Folkestone College	supportservices.folkestone@eastkent.ac.uk
Sheppey College	sheppey.studentrecords@eastkent.ac.uk

All requests will be responded to via email within 10 working days.

Student's name		
Student's number (if known)		
Student's date of birth		
Course		
Your name		
Your email address		
Your telephone number		
Your organisation's name		
Information requested	Dates of attendance	
	Course(s) of study	
	Result(s) obtained	