

Consent to Release Personal Information to a Third Party

STUDENT INFORMATION (PRINT CLEARLY)

FIRST NAME (legal)	PREFERRED NAME(S)	STUDENT ID NUMBER
SURNAME (legal)		DATE OF BIRTH YYYY/MM/DD

THIRD PARTY INFORMATION (PRINT CLEARLY)

FIRST NAME	SURNAME	PHONE
ORGANIZATION/COMPANY NAME (if applicable)	EMAIL (optional)	

PART I - TYPE OF RELEASE

Identify the type of information the College of New Caledonia is authorized to release to the person/organization identified above:

- Registration information (including current registration status)
- Academic status and records: progress, grades, academic standing, graduation, awards etc.
- Tuition, fee information, and student account balance
- Application and wait-list status
- Government/Private Loan Information
- Special needs documentation/Disability accommodations
- Other (specify) _____

PART II - DURATION OF RELEASE

Identify the period during which information can be released to the third party identified above.

Start Date: YYYY/MM/DD _____ Start date can be today's date or a start date in the future.

Expiry Date: YYYY/MM/DD _____ This waiver will expire in one year if no expiry date is identified.

PART III - SIGNATURE

By signing below I acknowledge that I have read and understand this document and authorize the College of New Caledonia to release information to the above individuals/organizations. I also understand that this authorization will remain on file and will be valid for one year after I sign it unless an earlier expiry date has been indicated on this form. I also acknowledge that I may withdraw this authorization at any time by signed written letter.

STUDENT SIGNATURE	DATE YYYY/MM/DD

PART IV- INSTRUCTIONS

Submit this completed form to the Office of the Registrar at registrarsoffice@cnc.bc.ca or deliver the printed form to any College of New Caledonia campus. Campus locations available at www.cnc.bc.ca or by calling 250-562-2131.

Privacy Notification

Your personal information is collected under the authority of the BC Freedom of Information and Protection of Privacy Act and the College and Institute Act for the purpose of third party authorization to release student information. If you have any questions about the collection, use, or disclosure of this information by the College, please contact the Privacy Office at foipp@cnc.bc.ca, or by calling 250-562-2131, or by post to CNC Privacy Office, 3330-22nd Ave. Prince George, BC V2N 1P8.