REGISTRAR'S OFFICE
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Algonquin College abides by the Confidentiality of Student Records policy, which protects the privacy of personal information held on student records. This policy is supported by the Freedom of Information and Protection of Privacy Act, which came into effect January 1, 1989.

In compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College cannot release student information without the written authorization of the student. Completion of this form authorizes the release of information as specified by you.

PLEASE PRINT CLEARLY

I, _____,
Name of Student

give my consent to Algonquin College to release the following information (e.g. application information, confirmation of registration, program of study courses, academic records, etc.) as requested, to:

_____
Enter the Name(s) that this information will be released to

Parents/Legal Guardians ☐ Mother ☐ Father ☐ Spouse

☐ Other _____
Please Specify

Organization/Agency, etc. _____
Please Specify

I am aware that this authorization is valid for a period of time commencing today and terminating one year after my graduation or after discontinuance of studies at the College. I will inform the Registrar=s Office in writing should I decide to withdraw my consent at an earlier date.

Signature _____ Date _____

Student I. D. Number _____ Program Name _____

FOR RETURN BY MAIL, PLEASE SEND TO:

Algonquin College
Rm C150 – 1385 Woodroffe Avenue
Ottawa, On K2G 1V8
or Fax: (613) 727-7632

Algonquin College – Pembroke Campus
315 Pembroke Street East
Pembroke, ON K8A 3K2
or Fax: (613) 735-8800

Algonquin College – Perth Campus
7 Craig Street
Perth, ON K7H 1X7
or Fax: (613) 267-3950

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: http://www.statcan.ca or by writing to the Post-secondary Section of Statistics Canada, Centre for Education Statistics, 17th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.