



Columbia College Consent for the Release of Information & Authorization to Act on My Behalf

The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be used to determine what personal information may be released to a third party. If you have any questions about the Collection and use of this personal information, please contact the Privacy Officer, Registrar's Office, Columbia College, 802 Manning Road NE, Calgary, AB, T2E 7N8, E-mail: registrar@columbia.ab.ca.

Student Information (please print)

Last Name	First Name
Contact Phone Number	Student ID Number

I authorize the following department(s):

<input type="checkbox"/> Student Services	<input type="checkbox"/> Registrar's Office	<input type="checkbox"/> Accounting Department
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To disclose the following information about me:

<input type="checkbox"/> Academic Record (registration, admission, grades)	<input type="checkbox"/> Financial Information (fees, loans, debts)	<input type="checkbox"/> Full Disclosure (academic record and financial information)
<input type="checkbox"/> Other (please specify):		

To the following third party(ies)

Name of Third Party	Relationship
Address (optional)	

Name of Third Party	Relationship
Address (optional)	

I authorize the above third party(ies)

<input type="checkbox"/> to conduct student related business on my behalf.
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I acknowledge that I have read and understood this document. I authorize Columbia College to release information to the above person(s)/organization(s) and/or authorize the above third party(ies) to conduct student related business on my behalf. I understand that the authorization will remain on file and serve as authorization until one (1) year after I complete my studies at Columbia College. I also acknowledge that I may withdraw my authorization at any time by submitting a signed written letter to the Registrar's Office.

Note: The third party you have listed above will be required to provide government issued photo identification for in-person requests. For over the phone requests, they will be required to answer three security questions. If they are unable to answer these questions, no information will be released.

Student's Signature	Date
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