

It is the responsibility of the Office of the Registrar to ensure that we protect the student personal information we hold. While students have the right of access to personal information about themselves, in order to disclose personal information about a student to a third party, the Office of the Registrar requires that student's written consent, except in a few specific and limited circumstances. Information will be released without student consent in compliance with a judicial order, search warrant or subpoena, or as required by federal or provincial legislation. Check one or both below.

Academic Information

By checking this box, you are granting approval to release information related to all aspects of course registration, grades, contact information, student status and academic standing.

Financial Information

By checking this box, you are granting approval to release information for all aspects of your student loan status (i.e. application, award.), other funding sources (i.e. bursaries, scholarships).

Student Name: _____

Student ID: _____

I hereby authorize St. Francis Xavier University, to release to the third party(s) below, the records as mentioned above.

Third party information

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Third party will advise the office of the permission when requesting information.

This consent is valid from September to August, 2020-2021. A student will be required to submit a new release of information each September. Submission of the completed form will be accepted in person or from StFX email account.

Student records are confidential. A release of information form can only be submitted by the student who owns the record. A third party cannot sign on your behalf and these requests will not be processed. An original or digital signature must accompany the request.

It is the student's responsibility to notify the Office of the Registrar for cancellation of this agreement during the effective period.

Student Signature: _____

Date: _____

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