



Release of Information Form

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.

Office of the Registrar

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 Aid Office

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) and student accounts (i.e. charges, payments, late fees, fines).

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, 2017-2018. 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 WEBFX account.

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: _____

**Office of the Registrar
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