



Third Party Waiver/Release of Information Form

Submit form to Student Enrolment Services on any campus.

Student Name:

First Name

Last Name

Student Number

Date of Birth (dd/mm/yy)

Part I – Student Information

I authorize (print name of person/agency here) _____ access to the following information:

- ☐ Academic status
- ☐ Convocation information
- ☐ Enrolment status information
- ☐ Grades
- ☐ Registration information (including current registration status)
- ☐ Special needs documentation/Disability accommodations
- ☐ Other (specify) _____

Part II – Financial Information (Note: refund cheques will only be issued to the student, not a third party, even in cases where a waiver is in place)

I authorize (print name of person/agency here) _____ access to the following information:

- ☐ Student account balance
- ☐ Student awards
- ☐ Student loan information
- ☐ Tuition and fees assessment
- ☐ Other (specify) _____

Part III – Student Transactions

I authorize (print name of person/agency here): _____ to carry out the following transactions on my behalf:

- ☐ Add/drop courses
- ☐ Pay fees
- ☐ Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms
- ☐ Other (specify) _____

Part IV – Duration (waivers are valid for a maximum of one year only from the start date)

This waiver will be valid for the following period:

From: Date (day/month/year) _____ To: Date (day/month/year) _____

IMPORTANT!! Access to online fee payment and registration services is controlled through each student's User ID and PIN (password). It is the responsibility of each student to control access to their PIN. Under no circumstances will a student's PIN be released to a third party, even in cases where a third party waiver has been signed.

Part V – Signature - Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records be revised and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified waiver form as fraud.

Student signature

Date

Office Use Only

Date received:

Received by:

Date entered (dd/mm/yy):