

THIRD-PARTY AUTHORIZATION/RELEASE OF INFORMATION FORM

Submit completed form to any Campus Services Office or by email to StudentHelp@nlc.bc.ca

** Indicates a required field*

In compliance with the **Freedom of Information and Protection of Privacy Act (FOIPOP)**, Northern Lights College (NLC) is prohibited from providing information from your student record to a third party, including student records such as information on attendance or grades, invoices, financial aid (including scholarships, grants, or loan amounts). This restriction applies, but is not limited to, your parents or guardians, your spouse, or a sponsor.

Students may grant NLC permission to release information from their student record to a third party by submitting a completed *Third-Party Authorization/Release of Information* form. The specified information will be made available only if requested by the authorized third party. NLC does not automatically send this information. Authentication of the third party will be required before releasing authorized information. Government issued photo ID may be requested.

Complete this form to grant NLC permission to release your student record information to a third party. Please fill out one form per authorized third party.

STUDENT INFORMATION	
Last name (Legal) *	First name (Legal) *
NLC student number or Date of Birth (yyyy/mm/dd) *	Daytime phone number *
THIRD PARTY INFORMATION	
SELECT ONE * <input type="checkbox"/> The third-party I am granting a student records release to is an individual . <i>Relationship to student:</i> _____ <input type="checkbox"/> The third-party I am granting a student records release to is an organization/company . <i>Name:</i> _____	
THIRD PARTY CONTACT INFORMATION	
Name (First and Last): <i>please provide the individual's name or (if applicable) the name of a contact for the authorized Organization/Company</i> *	
Phone # *	Email *
STUDENT RECORDS RELEASE	
I authorize Northern Lights College to release the following information from my student record to the above-named third party upon request * <input type="checkbox"/> Academic standing – <i>access to information about academic status and/or academic standing</i> <input type="checkbox"/> Enrolment status – <i>access to information about admissions and registration</i> <input type="checkbox"/> Graduation / credentials – <i>access to information about graduation status and credential(s)</i> <input type="checkbox"/> Grades – <i>access to information about final grades</i> <input type="checkbox"/> Student account information – <i>access to information about student account receivables</i> <input type="checkbox"/> Financial aid information – <i>access to information about financial aid and awards</i> <input type="checkbox"/> Disciplinary information – <i>access to information about disciplinary status, including academic and non-academic</i> <input type="checkbox"/> Other:	
DURATION	
Start date (yyyy/mm/dd) *	End date (yyyy/mm/dd) or <input type="checkbox"/> Indefinite (no end date)
<input type="checkbox"/> I understand I can revoke this Student Records Release at any time by notifying StudentHelp@nlc.bc.ca *	
DECLARATION AND SIGNATURE	

Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. By signing below, I hereby authorize NLC to release my information indicated above to the person/organization indicated for the specified period of time. NLC considers a falsified student records release form as fraud.

Student signature *

Date *