



# ROYAL ROADS UNIVERSITY

## Student Information Release Waiver

The British Columbia *Freedom of Information and Protection of Privacy Act* provides that Royal Roads University may not release any information pertaining to student records to anyone other than the student owner of the record without the student's consent.

**If you want any other person to have access to your student records you must:**

- Complete the relevant portion of this form; and
- Submit the completed form in person, by mail or fax to the attention of the Registrar's Office. (If submitting with a sponsorship application form, please forward it directly to student accounts by fax to (250) 391-2656, or email to [student-accounts@royalroads.ca](mailto:student-accounts@royalroads.ca))

Student Name
Student No.

**Please indicate what information can be provided:**

	Yes	No
Transcripts or Statement of Grades	<input type="checkbox"/>	<input type="checkbox"/>
Student Financial Account details	<input type="checkbox"/>	<input type="checkbox"/>
Course Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Registration Changes	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Enrollment	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Graduation	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	_____	
	_____	

Please indicate which individual(s) are approved to receive the above information:

Name	Title/Role

Student Signature (Print and Sign)

Date

**Contact Information:**

Registrar's Office  
Royal Roads University  
2005 Sooke Road, Victoria, BC V9B 5Y2

Phone: 250-391-2600 Ext 4862  
Toll-free (North America): 1-800-788-8028  
Fax: 250-391-2522

Email: [registrar@royalroads.ca](mailto:registrar@royalroads.ca)

Website: [www.royalroads.ca/registrar](http://www.royalroads.ca/registrar)