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 Student Accounts Office.
- If submitting with a sponsorship application form, please forward it directly to Student Accounts by fax to 250-391-2554 or email to studentaccounts@royalroads.ca

Student Name*	Student Number*

Please indicate what information can be provided:

Yes	No	
☐	☐	RRU Transcripts or Statement of Grades
☐	☐	Student Financial Account details
☐	☐	Course Schedule
☐	☐	Registration Changes (ex. status changes, confirmation of enrollment/graduation etc.)
☐	☐	Financial Loan and Award Funding Details
☐	☐	Application Details (ex. Status updates/changes, admissions decisions)
☐	☐	Medical
☐	☐	Other (please specify)_____

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

Name	Title/Role
Freehorse Family Wellness Society (FFWS)	Funding Officer

This consent becomes effective from _____ to _____
(DD/MMM/YY) **(DD/MMM/YY)**

Or, for the length of the program _____ to _____
Program Start (DD/MMM/YR) **Program End (DD/MMM/YR)**

Signature: _____ Date: _____

Date of Birth*: _____ Day Phone: _____

Please return the **original signed** form to Royal Roads University, to the attention of _____ at the following address:

Contact Information:
Student Accounts Office
Royal Roads University
2005 Sooke Road, Victoria, BC V9B 5Y2

Phone: 250-391-2600 Ext 4282
Toll-free (North America):1-800-788-8028
Fax: 250-391-2554
Email: studentaccounts@royalroads.ca

Website: http://www.royalroads.ca/prospective-students/tuition-and-fees/student-accounts