



# Third Party Authorization

## Office of the Registrar

Third party authorization gives your consent to the release of select information from your student records to a third party.

Submit from your KPU email account to [studentinfo@kpu.ca](mailto:studentinfo@kpu.ca).

### Part 1: Student

Legal First Name	Legal Last Name	Student Number
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### Part 2: Third Party

Legal Full Name	Relationship (parent, spouse, sponsor, etc.)
How your information is released to the third party	
<ul style="list-style-type: none"> <li>In-person: Third party requires government issued photo ID with date of birth: _____ (dd-mmm-yyyy)</li> <li>Phone: Create a numeric 4-digit authorization code which third party must present upon phoning: __ __ __ __</li> <li>Email: Information is to be released to the following email address: _____</li> </ul>	

### Part 3: Authorizations – Student consents to disclosure of the following selected information to the third party:

<input type="checkbox"/> Application/Admission <input type="checkbox"/> Academic standing <input type="checkbox"/> Graduation/Convocation <input type="checkbox"/> Grades <input type="checkbox"/> Registration <input type="checkbox"/> Tuition and fees/account balance <input type="checkbox"/> Financial aid and awards application <input type="checkbox"/> Financial aid and awards received <input type="checkbox"/> Official transcript pick up <input type="checkbox"/> Credential pick up
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### Part 4: Duration (authorizations are valid for a maximum of one year only from the start date)

This authorization will be valid for the following period:

**From:** Date (dd/mmm/yyyy) \_\_\_\_\_ **To:** Date (dd/mmm/yyyy) \_\_\_\_\_

Access to a student’s online account is controlled through each student’s ID and password. As it is the responsibility of each student to control access to their ID and password, they will not be released to a third party.

**Part 5: Signature** - Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. Your signature authorizes Kwantlen Polytechnic University to release information indicated in Part 3 to the third party indicated in Part 2 for the specified period of time as indicated in Part 4 and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified authorization form as fraud.

Student signature	Date (dd/mmm/yyyy)
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### Office Use Only

Date received	Received by	Date entered
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