



Permission to Release Information and Authorization to Act on My Behalf

Student Services

The personal information which forms part of your student record is collected under the legal authority of College and Institutes Act, [RSBC 1996] c.52, and the Freedom of Information and Protection of Privacy Act [RSBC1996] c. 165. The information is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The Freedom of Information and Protection of Privacy Act provides that the College may not release information pertaining to student records to any other person without the student's consent.

Further, the College does not normally allow any person other than the student to conduct student related business with the College on behalf of the student.

If you want any other person to have access to your student records and/or to conduct student related business on your behalf you must complete the form and:

- Submit the form to the Admissions or Registration Department at either campus, or
- Drop the form off in the on-campus drop boxes located at either campus, or
- Send the form via mail or fax to the attention for the Registration Department.

Student Name: _____ , _____
Last Name *First Name*

Student #: C _____ Date of Birth: _____

The following person(s) _____ has/have permission to

access my student records and/or

to conduct student related business on my behalf

for the following length of time _____ to _____.

Signature: _____ Date: _____

Questions?

Lansdowne Campus
Dawson Building, Main Floor
Fax: 250-370-3551

Interurban Campus
Campus Centre Building, 2nd Floor
Fax: 250-370-3750

Phone: 250-370-3550
Toll Free: 1-877-554-7555
<http://camosun.ca/askus/>

Office Hours: Mon, Tues, Weds 9:00 am-4pm; Thurs 9am-5:30pm; and Fri 9:00 am-4pm