



Consent for Release of Information

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

In order to comply with privacy legislation and College policy, any student who wishes Vancouver Community College to release their information to a third party must complete and sign this form and submit it to the Registrar's Office at any VCC campus location.

Note: Some departments may have their own release of information forms (e.g. Disability Services and Counselling).

Please contact them directly for more information. You are required to include a valid ID of both the parties on this consent form.

1. Personal information

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student ID

.....
Last name (family name)

.....
First name

.....
Name while attending VCC (if different from above)

.....
Birthdate (DD/MM/YYYY)

.....
Phone

.....
Email

.....
Calendar year of attendance (YYYY)

.....
Name of program/course

2. Release information to: (only one person/organization per release form)

.....
Full name of person or agency

.....
Relationship

.....
Phone

.....
Email

☐ Citizenship and Immigration Canada

☐ Employer

☐ Family

☐ Other:

☐ Friend

☐ Lawyer

☐ Parent

☐ School District

☐ Sponsor

☐ Spouse

3. Type of consent

☐ **Citizenship Student Contact Information:**

Current legal and preferred names, current address, current telephone number(s) and current email address.

☐ **Application and Admission Status:** *Application decision, outstanding documents, confirmation of acceptance or decision to decline offer of admission, department specific requirements such as an enrollment deposit, and deadlines.*

☐ **Student Academic Record:** *Official transcript or copy of student academic record and related information including grades, academic standing, past/current/future registrations, and credentials awarded. Transcripts may include your name, address, date of birth and VCC student ID.*

☐ **Financial Information:** *Student account balance, student awards, student loan information, tuition, fees, fines, invoices/statements/receipts and/or tax receipts which may all include your program, name, address, and VCC student ID.*

☐ **Other (please specify):**

4. Effective dates

Consent effective from: to:

Consent is effective for one year from the effective date unless it states otherwise.

5. Signed consent

.....
Student signature

.....
Date

.....
Legal guardian signature

.....
Date

Personal information provided for the purposes of releasing information to a third party is collected, protected, used, disclosed and retained in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use and disclosure of your personal information by VCC or the use of this form, please contact the Registrar's Office, Vancouver Community College, 1155 East Broadway, Vancouver, B.C. V5T 4V5; 604.871.7000.