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.

Part 1: Student

Legal First Name	Legal Last Name	Student Number

Part 2: Third Party

Legal Full Name	Relationship (parent, spouse, sponsor, etc.)

How your information is released to the third party

- In-person: Third party requires government issued photo ID with date of birth: _____ (dd-mmm-yyyy)

- Phone: Create a numeric 4-digit authorization code which third party must present upon phoning: __ __ __ __

- Email: Information is to be released to the following email address: _____

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

- ☐ Application/Admission
- ☐ Academic standing
- ☐ Graduation/Convocation
- ☐ Grades
- ☐ Registration
- ☐ Tuition and fees/account balance
- ☐ Official Transcript pick up
- ☐ Credential pick up

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 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)

Office Use Only

Date received	Received by	Date entered

11/2022