

## THIRD-PARTY AUTHORIZATION/RELEASE OF INFORMATION FORM

Submit completed form to any Campus Services Office or by email to [StudentHelp@nlc.bc.ca](mailto:StudentHelp@nlc.bc.ca)

\* Indicates a required field

In compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Northern Lights College (NLC) is prohibited from providing information from your student record to a third party, including student records such as information on attendance or grades, invoices, financial aid (including scholarships, grants, or loan amounts). This restriction applies, but is not limited to your parents or guardians, your spouse, or a sponsor.

Students may grant NLC permission to release information from their student record to a third party by submitting a completed Third-Party Authorization/Release of Information form. The specified information will be made available only if requested by the authorized third party. NLC does not automatically send this information. Authentication of the third party will be required before releasing authorized information. Government issued photo ID may be requested.

**FILL OUT ONE FORM PER AUTHORIZED THIRD PARTY.**

STUDENT INFORMATION	
Last name (Legal) *	First name (Legal) *
NLC student number or Date of Birth (YYYY/MM/DD) *	Phone number *

THIRD PARTY CONTACT INFORMATION	
Name (First and Last): please provide the full name of an individual or the name of the organization/company. *	
Select ONE option from the options below: *	
<input type="checkbox"/> The third party I am granting records access to is an individual. Relationship to student: _____	
<input type="checkbox"/> The third party I am granting records access to is an organization/company. Contact name (if applicable): _____	
Phone number *	Email *

STUDENT RECORDS RELEASE
I authorize Northern Lights College to release the following information from my student record to the above-named third party upon request *
<input type="checkbox"/> <b>ALL categories listed below.</b> OR For selective access, individually select the access that apply from below.
<input type="checkbox"/> <b>Student financial account information</b> – access to information about student account receivables
<input type="checkbox"/> <b>Financial aid information</b> – access to information about financial aid and awards
<input type="checkbox"/> <b>Enrolment status</b> – access to information about admissions and registration
<input type="checkbox"/> <b>Grades</b> – access to information about final grades
<input type="checkbox"/> <b>Academic standing</b> – access to information about academic status and/or academic standing, or attendance.
<input type="checkbox"/> <b>Disciplinary information</b> – access to information about disciplinary status, including academic and non-academic
<input type="checkbox"/> <b>Graduation / credentials</b> – access to information about graduation status and credential(s)
<input type="checkbox"/> <b>Other</b> – For records not clearly noted in the above category descriptions, write below the specific records you want to grant access.

RECORDS ACCESS DURATION (VALID FROM DECLARATION DATE)
Select ONE option from the options below. *
<input type="checkbox"/> Access ends one year from the Declaration date below.
<input type="checkbox"/> Access to the above records is active until I email written notice to request termination of access.
<input type="checkbox"/> Access ends one month after my current course/program. If selecting this option, note course or program end date here: _____

DECLARATION AND SIGNATURE
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Student records are confidential and cannot be shared to a third-party without the written consent of the student, unless otherwise required by law. By signing below, I hereby authorize NLC to release my information indicated above to the person/organization noted on this release. I understand that I can revoke this access at any time by sending written notice via email to [StudentHelp@nlc.bc.ca](mailto:StudentHelp@nlc.bc.ca). I understand that NLC considers a falsified student records release form as fraud.

Student Signature \* \_\_\_\_\_ Date \* \_\_\_\_\_