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Office of the Registrar Division of Student Affairs University of Victoria PO Box 3025 STN CSC Victoria BC V8W 3P2 Canada

Permission to Release Information and Authorization to Act on My Behalf

Under the *British Columbia Freedom of Information and Protection of Privacy Act*, the University of Victoria requires the student's consent to release any information pertaining to the student record, or to conduct student-related business, with anyone other than the student owner of the record.

Complete this form to authorize another individual to have access to your records and/or be able to conduct student-related business with the offices below on your behalf. The form can be submitted to any of the offices below, and must be sent using the preferred email address you have on file with UVic.

Please note that the authenticity of this form will be verified before any information or services are provided to the Proxy listed below.

| | Student Support Services Main floor, University Centre Email: studentsupport@uvic.ca Fax: 250-721-6225 | | Graduate Admissions & Red Second floor, University Ce Email: garo@uvic.ca Fax: 250-472-5420 | | | | Student Awards & Financial Aid Second floor, University Centre Email: finaid@uvic.ca Fax: 250-721-8757 | |
|---------------------------------------|--|---|--|--------------------------|---------------------------|-------------------------|---|--|
| | Questions? 250- | Questions? 250-472-4657 | | | | Questions? 250-721-8423 | | |
| | | Student Number | | | Date of Birth (DD-MMM-YY) | | | |
| Student Information | | First Name(s) | | | Last Name(s) | | | |
| | | Student's signature (hand-written) | | | Current Date | | | |
| | | First Name(s) | | | Last Name(s) | | | |
| Proxy Information | | Relationship of Proxy (e.g. Father, Sister, Friend) | | | | | | |
| | | Email | | | Phone | | | |
| | | Effective from (dd-mmm-yy) | | | Effective to (dd-mmm-yy) | | | |
| ffice use only Last updated: Aug 2020 | | | | | | | | |
| ate R | eceived: | | | Not Verified Verified | Date: Initials: | | SOAFOLK updated on: | |

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see <u>Schedule A, Procedures for the Management of Personal Information</u> on the University Secretary's website. Should you have any questions concerning your personal information please contact the access and privacy office at <u>foipp@uvic.ca</u>.