



THE UNIVERSITY OF WINNIPEG

Authorization for Release of Information

Student Name: _____ **Student Number:** _____

This authorization is for valid for

A) the following **terms** (maximum 3): _____, _____, _____

A new form must be completed for each academic year.

This form is to authorize the release of the following academic and/or financial information on file at the Student Services' office(s) of The University of Winnipeg, including:

Admissions:

Application for Admission status

Academic Inquiries:

- Current student status (Full/Part-time status, Regular/Probation/Suspension status, etc.)
- Current course registration/schedule
- Complete student academic history and graduation
- Grades

Financial Inquiries: **Student must sign in front of Student Central staff**

- Amounts owing on my account
- Payments made on my account (including scholarships)
- Registration/Financial Statement(s)
- Status of account (past due, registration cancelled, account sent to collection agency, etc.)

OR

B) one-time use on _____ (date) to perform the following task(s):

- Process in-person registration, including permission to add/drop courses for the following term: _____
- Order transcript(s) Pick up transcript(s)
- Order degree parchment Pick up degree parchment
- Order certified letter Pick up certified letter
- Order and pick up T2202a tax receipt(s) reprint(s) for year(s) _____

This information can be released to the following person(s) upon presentation of *photo identification* or via email (optional):

Name of designate(s): _____ **Email:** _____

By signing this form, I am explicitly granting access to elements of my personal/academic information to the person designated on this document. I have the right to rescind this permission at any time by making application in person to Student Central. It is my responsibility to become familiar with The University of Winnipeg's policies and read the Freedom of Information and Protection of Privacy Act (FIPPA) www.uwinnipeg.ca/index/admin-fippa.

Signature of Student: _____ **Date:** _____