VICTORIA COLLEGE
UNIVERSITY OF TORONTO

Third Party Access Permission Form – Registrar's Office

Students may allow a third party (eg. a parent or guardian) to have access to their official university records by completing and submitting this form with a piece of government issued photo ID to the Registrar's Office. Please complete a form for each third party to whom you wish to permit access.

Student Information	
Student Number	Telephone
Student's Name	E-mail

Information relating to the following areas may be released to the third party indicated below.

- ☐ Academic Record (ACORN record, course enrolment, academic standing, grades, etc.)
- ☐ Financial Account (fees invoices, payments, balances, etc.)
- ☐ Financial Aid (scholarships, awards, bursaries, grants, etc.)
- ☐ Admissions File
- ☐ Petition Requests and Decisions
- ☐ Other _____

Document Pick Up

Type of Document: _____

Date of Pick up: _____

Third Party Information	
Name	Telephone
Relationship to Student	E-mail

NOTE: Third parties cannot make changes to your academic record. To receive information or pick up items on your behalf, the third party must present government issued photo ID on each occasion.

This authorization is effective for a maximum of three calendar months. I give authorization from _____ to _____.

dd/mm/yyyy dd/mm/yyyy

Student's Signature	Date

Freedom of Information and Privacy Act: Victoria University and the University of Toronto respect your privacy. Personal information that you provide to the University is collected pursuant to the Victoria University Act 1951 as amended 1981 and to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please contact the Victoria University's Freedom of Information Officer at 416-585-4506, Northrop Frye Hall room 101, 73 Queen's Park Crescent East, Toronto, Ontario M5S 1K7.

Revised November 2013