



ROYAL ROADS UNIVERSITY

Student Information Release Waiver

The British Columbia *Freedom of Information and Protection of Privacy Act* provides that Royal Roads University may not release any information pertaining to student records to anyone other than the student owner of the record without the student's consent.

If you want any other person to have access to your student records you must:

- Complete the relevant portion of this form; and
- Submit the completed form in person, by mail or fax to the attention of the Registrar's Office. (If submitting with a sponsorship application form, please forward it directly to student accounts by fax to (250) 391-2656, or email to student-accounts@royalroads.ca)

Student Name
Student No.

Please indicate what information can be provided:

	Yes	No
Transcripts or Statement of Grades	<input type="checkbox"/>	<input type="checkbox"/>
Student Financial Account details	<input type="checkbox"/>	<input type="checkbox"/>
Course Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Registration Changes	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Enrollment	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Graduation	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	_____	

Please indicate which individual(s) are approved to receive the above information:

Name	Title/Role

Student Signature (Print and Sign)

Date

Contact Information:

Registrar's Office
Royal Roads University
2005 Sooke Road, Victoria, BC V9B 5Y2

Phone: 250-391-2600 Ext 4862
Toll-free (North America): 1-800-788-8028
Fax: 250-391-2522

Email: registrar@royalroads.ca

Website: www.royalroads.ca/registrar