

## Third Party Access Permission Form

**This form must be submitted in person** with photo ID to Student Client Services in the Bennett Centre for Student Services. **Please print** and complete a form for **EACH** third party to whom you wish to permit access.

Student Information		Third Party Information	
Student Number		Name	
Student's Name		Relationship to Student	
Street Address		Street Address	
City	Province	Postal Code	
City	Province	Postal Code	
Telephone	E-Mail	Telephone	E-Mail

Check the appropriate box(es) below to indicate which portion(s) of your record you are permitting the third party identified above to access:

Registrar's Office Information	Student Financial Services Information
<b>Complete Student Academic Record</b>	<b>Complete Student Financial Record</b>
Course Enrolment Status	Student Financial Account Details
Degree Audit/Graduation Status	Student Financial Account Balance
Grades/Academic Status	Scholarships, Awards, Bursaries
Transcript/Diploma orders	Financial Petitions
RESP Documents	
Immigration Status	<b>OSAP Pick-up Options</b>
Academic Petitions	OSAP loan/grant document pick up
	OSAP-related correspondence pick up

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

**OSAP:** Due to government regulations, a third party must have, in addition to this form, an HRSCD Power of Attorney AND Ontario Power of Attorney (download here: [www.canlearn.ca/eng/main/publications/slf.shtml](http://www.canlearn.ca/eng/main/publications/slf.shtml)) in order to sign on your behalf for OSAP purposes or for Canada-Ontario Integrated Student Loans.

**EXPIRY:** The longest period of time a student may permit access to a third party is one academic year (September to August) or August 31 of the current year, whichever comes first. This access permission expires on **August 31** unless you specify an earlier date below.

**This authorization is effective from** \_\_\_\_/\_\_\_\_/\_\_\_\_ **until** \_\_\_\_/\_\_\_\_/\_\_\_\_.

DD      MM      YYYY                      DD      MM      YYYY

Student's Signature	Date
Third Party's Signature	Date

Protection of Privacy: Personal information in connection with this form is collected under the authority of *Freedom of Information and Protection of Privacy Act* and *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact: Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3. (416) 872-9675