

Instructions

- Submit this form if you wish to authorize a third party to act on your behalf in transactions with Keyano College, as identified below.
- This form will only be accepted if you have also submitted the Authorization for Release of Personal Information form to allow information to be shared with the same individual or organization listed on this form.

LAST NAME (LEGAL) *	FIRST NAME (LEGAL) *	STUDENT ID # *
PROGRAM/COURSE *		YEAR *

This information is to be given only to the following individual or organization

NAME	RELATION TO ME	EMAIL ADDRESS	PHONE NUMBER
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I give my permission/authorization for the individual/organization listed above to take the following actions on my behalf:

- ☐ Submit documents in support of my application for admission
- ☐ Cancel my application for admission
- ☐ Make an alternate program selection if I do not qualify for my first program of choice
- ☐ Drop classes or withdraw from my program of study
- ☐ Add or swap classes on my timetable
- ☐ Other (specify type of action): _____

This consent is only valid:

- ☐ A specific date: _____ ☐ Duration of registration at Keyano College
- ☐ One time only ☐ Unlimited

I acknowledge that I have read and understand this document and authorize Keyano College to allow transactions on my behalf by the above identified individual or organization.

STUDENT SIGNATURE	DATE
WITNESS SIGNATURE	DATE

Office of the Registrar Use Only

RECEIVED BY	DATE	PROCESSED BY	DATE
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The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.