



**Instructions:** This form may be submitted in person or scanned and sent via your SMU email account. In-person requests require validation of picture ID (Saint Mary's Student ID or government issued photo ID).

**\*\*\*Please note: requests received through SMU email do not require proof of identification\*\*\***

Student Information:										
Last Name:								First Name:		
Student #:	A							Preferred Email Address:		

### Permission/Information Release

Pursuant to **Section 27(b)** of the Nova Scotia Freedom of Information and Protection of Privacy Act, I, \_\_\_\_\_, authorize Saint Mary's University to disclose, to the persons or organizations listed below, the following information:

- Academic Grievances – (e.g., Grade Appeals, Discipline, Suspension, Dismissal)
- Any information concerning my RESP submission
- Enforcement of University Policies
- Academic Record – (e.g., Final Grades, GPA and/or Degree Assessment)
- Confirmation of Graduation and Degree
- Enforcement of University policies
- Pick up of official documents (Please indicate what type) \_\_\_\_\_
- Registration Appeal Decisions
- Financial Account Information
- Code of Conduct Hearings
- Other: \_\_\_\_\_

\*Students must order Transcripts or confirmation of enrolment separately using self-service banner. This is not a request form; this is a release form only.

Name of third party: \_\_\_\_\_

Address of third party: \_\_\_\_\_

Phone/Contact of third party: \_\_\_\_\_

Please note the third party that you elected will need to provide appropriate identification.

The term of such release of information will be:

- One time only
- Ongoing until such written notice is given to terminate
- From the date of signing below until \_\_\_\_\_ (specify date)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Freedom of Information and Protection of Privacy Act (FOIPOP): Saint Mary's University respects your privacy. Your personal information is protected and used in compliance with Nova Scotia's Freedom of Information and Protection of Privacy Act 1993, c5, s.1. For more information, please visit <https://smu.ca/about/foipop.html>

Tel: (902) 420 5582	<b>Please email form to the Service Centre</b> at <a href="mailto:service.centre@smu.ca">service.centre@smu.ca</a>	Fax: (902) 420 5151
<a href="https://smu.ca/academics/service-centre.html">https://smu.ca/academics/service-centre.html</a>		<a href="mailto:service.centre@smu.ca">service.centre@smu.ca</a>