



Third Party Access Permission Form

Student Information		
Student's Name	Telephone	
	E-mail	
Street Address		
City	Province	Postal Code

Western Continuing Studies adheres to strict privacy policies and will not disclose any aspect of an applicant's admission file to a third party. However, applicants may choose to allow a third party, such as a parent or an educational consultant, to have access to their admission file. In such instances, the Office of Admissions requires signed permission before any applicant information is released.

I consent to the disclosure by Western Continuing Studies of personal information about my application to Western Continuing Studies to the person named below.
 Personal information includes but is not limited to: name, address, date of birth, admission decision, program choice, entering grade point average, payment of application fee, transcripts, course descriptions, language proficiency, letters of reference, supplementary information forms, personal statements, previous secondary school records, previous postsecondary records, and previous degrees/diplomas/certificates.

Third Party Information		
Name	Telephone	
Relationship to Student	E-mail	
Street Address		
City	Province	Postal Code

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**.

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 2024-09-01 **until** 2025-08-31

Student's Signature	Date
Third Party's Signature	Date 2024-08-12