



Office of the Registrar

Information Waiver

Policy Reference: **AD.1.1.2 Confidentiality of Student Information Schedule A**

AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112
Email: inquiry@sait.ca

Please complete sections A to D and return to inquiry@sait.ca.

A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number <input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business	Alternate Number <input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business	Postal Code	
Email Address			

B) This information is to be given only to the following individual(s) or organization(s)

Relationship to me	Name, Email Address and Phone Number
Relationship to me	Name, Email Address and Phone Number
Relationship to me	Name, Email Address and Phone Number

C) Types of Releasable Information and Time-frame

Please allow the above listed individuals or organization(s) access to the following information effective of the dates listed below. <i>(Select all that are applicable)</i>	
<input type="checkbox"/> Grades <input type="checkbox"/> Application Status <input type="checkbox"/> Registration Information <input type="checkbox"/> Account Balance	
<input type="checkbox"/> Other <i>(please specify)</i>	
Date from <i>(dd/mm/yyyy)</i> to <i>(dd/mm/yyyy)</i>	Duration of registration at SAIT

D) Student Acknowledgement

I hereby give my permission/authorization for the disclosure of for SAIT to disclose my personal information to the above noted individual(s) or organization(s).	
Signature	Date

FOIP Notification Statement

The personal information provided on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* of the Province of Alberta, Section 33(c). This information will be used to respond to your authorization to release your official student record. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information or to notify SAIT that you wish to withdraw your consent, contact the FOIP Coordinator at 1301-16 Avenue NW, Calgary, AB T2M 0L4 or foip.coordinator@sait.ca.

Records updated by	Date
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