



Glendon College
Collège universitaire Glendon

Academic services
Bureau des services académiques



THIRD PARTY ACCESS PERMISSION

This form must be submitted in person with photo ID to Academic Services, YH C102. 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

Academic Services information	Student Financial Services Information
Complete Student Academic Record	Complete Student Financial Record
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 Petition
RESP Documents	
Immigration Status	OSAP Pick-up Options
Academic Status	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: According to government regulations, in order to sign on your behalf or negotiate Ontario loan or grant funding for part-time students, a third party must have this form in addition to an HRSDC Power of Attorney and an Ontario Power of Attorney form. Form can be downloaded here:

https://www.canada.ca/content/dam/canada/employment-social-development/migration/documents/assets/portfolio/docs/en/student_loans/forms/hrsdc_power.pdf and http://www.canlearn.ca/eng/common/documents/forms/ontario_power.pdf

To authorize the release of information from your OSAP file to a third party, you must update your OSAP profile by adding the name and date of birth of the individual(s) through your OSAP Online account at www.ontario.ca/osap

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