



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	<input type="checkbox"/>	Complete Student Financial Record	<input type="checkbox"/>
Course Enrolment Status	<input type="checkbox"/>	Student Financial Account Details	<input type="checkbox"/>
Degree Audit/Graduation Status	<input type="checkbox"/>	Student Financial Account Balance	<input type="checkbox"/>
Grades/Academic Status	<input type="checkbox"/>	Scholarships, Awards, Bursaries	<input type="checkbox"/>
Transcript/Diploma orders	<input type="checkbox"/>	Financial Petition	<input type="checkbox"/>
RESP Documents	<input type="checkbox"/>		<input type="checkbox"/>
Immigration Status	<input type="checkbox"/>	OSAP Pick-up Options	<input type="checkbox"/>
Academic Status	<input type="checkbox"/>	OSAP loan/grant document pick-up	<input type="checkbox"/>
	<input type="checkbox"/>	OSAP-related correspondence pick-up	<input type="checkbox"/>

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: Due to government regulations, a third party must have, in addition to this form, an HRSCD Power Attorney AND Ontario Power of Attorney (download here: [www.canlearn.ca/eng/main/publications/slf.shtml](http://www.canlearn.ca/eng/main/publications/slf.shtml)) in order to sign on your behalf for OSAP purposes or Canada-Ontario Integrated Student Loans.

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