

Third Party Request for Student Records

Student Information

First Name		Last Name	
Former Last Name		Date of Birth (yyyy-mm-dd)	
Telephone Number	Student Number	Program of Study	

Requester Information

Organization Name			
First Name of Requester		Last Name of Requester	
Street Number	Street Name		Suite/Unit Number
City/Town	Postal Code	Telephone Number	

According to Durham College's Common Records Schedule, the types of records listed below are kept as part of the permanent student record, and are generally available upon request.

(Check all records you are requesting)

Verification of Enrolment Letter (Cost - \$10.00)	Official Transcript (Cost - \$14.00)
Official Durham College Receipt (Cost - \$6.00)	Tuition Tax Receipt – T2202A (Cost - \$6.00)
Total Amount Owing	
Total Cost of Requested Records: \$	
Administrative Fee: \$20.00	
Total Amount Owing: \$	

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990 the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and will be used for the purpose of responding to your request for records. If you have any questions about the collection, use, or disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1H 7K4, 905.721.2000 ext. 3292.

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Disclosures

- No search for records will be conducted until full payment is received; cheques should be made payable to “Durham College”
- Records will be mailed by courier to the address provided on this form
- Written authorization is required from the individual to whom the information relates prior to the release of records. The College may contact the individual to whom the information relates, to confirm his/her consent to release records
- If we are unable to fulfill your request, a refund will be issued minus the administrative fee of \$20.00
- General records classified as non-permanent are kept according to the College’s Common Records Schedule and may not be available
- The College does not keep attendance records

Other General Records

- Other general records classified as non-permanent under the College’s Common Records Schedule may be available. A request for records of a general nature can be made through a formal request under the *Freedom of Information and Protection of Privacy Act* (FIPPA).
- The College will only process your request if all of the following conditions are met:
 1. The request is in writing [[Request Form](#)]: If you do not use the Request Form, make sure your written request states the request is being made under FIPPA;
 2. The \$5.00 application fee for your written request (cheque or cash) has been received (cheque payable to “Durham College”);
 3. You have provided sufficient detail to enable an experienced employee of the College, with a reasonable amount of effort, to identify the information/record you are requesting.

Return completed form to:

Freedom of Information and Protection of Privacy Coordinator
Durham College
President’s Office (A-140), Gordon Willey Building
2000 Simcoe Street North
Oshawa, ON L1H 7K4

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