

Student Name:			
First Name	Last Name	Student Number	Date of Birth (dd/mm/yy)

Part I – Student Information
<p>I authorize (print name of person/agency here) _____ access to the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic status</li> <li><input type="checkbox"/> Graduation/Convocation information</li> <li><input type="checkbox"/> Enrolment status information</li> <li><input type="checkbox"/> Grades</li> <li><input type="checkbox"/> Registration information (including current registration status)</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul>

Part II – Financial Information (Note: refund cheques will only be issued to the student, not a third party, even in cases where a waiver is in place)
<p>I authorize (print name of person/agency here) _____ access to the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student account balance</li> <li><input type="checkbox"/> Student awards</li> <li><input type="checkbox"/> Student loan information</li> <li><input type="checkbox"/> Tuition and fees assessment</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul>

Part III – Student Transactions
<p>I authorize (print name of person/agency here): _____ to carry out the following transactions on my behalf:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Add/drop courses</li> <li><input type="checkbox"/> Pay fees</li> <li><input type="checkbox"/> Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul>

Part IV – Duration (waivers are valid for a maximum of one year only from the start date)
<p>This waiver will be valid for the following period:</p> <p>From: Date (day/month/year) _____ To: Date (day/month/year) _____</p>

**IMPORTANT!! Access to online fee payment and registration services is controlled through each student’s User ID and PIN (password). It is the responsibility of each student to control access to their PIN. Under no circumstances will a student’s PIN be released to a third party, even in cases where a third party waiver has been signed.**

Part V – Signature - Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records be revised and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified waiver form as fraud.	
Student signature	Date

Office Use Only		
Date received:	Received by:	Date entered (dd/mm/yy):