

# Authorisation for Release of Information to a Third Party

(for International student use only)

In accordance with the QLD Information Privacy Act of 2009, all information regarding a student's record is considered private between the student and the University and requires a written release for disclosure of this information with a third party.

Students may waive this protection and permit a release of information to a third party by completing the information below and signing to confirm your approval.

This form should be completed and returned by the student. Identity verification will be undertaken and further identity documentation may be required to support this application.

## Student information:

Family name .....

Given name .....

Date of Birth .....

JCU Student Number .....

Email .....

## Third party to whom information can be released:

Name .....

Relationship to third party .....

Email .....

## Timeframe - how long does this authorisation remain in effect (please specify):

- Ongoing indefinitely until I revoke this authorisation in writing, or
- For application/admission purposes only (Select this option if you are authorising an agent to liaise on your behalf in relation to your application/admission only), or
- Other: .....

## Specify the type of information that may be provided:

- Enrolment application status** Verbal or written confirmation of application status only. Specific personal information will not be provided unless you specify below.
- Current enrolment status** Verbal or written confirmation of current enrolment status, including program/subject details.
- Academic results** Verbal or written confirmation of subject & result information.

- Academic results (Unofficial transcript)** If requested, an unofficial transcript can be provided. The shows all past & current subjects & results, as well as advance standing, personal information such as address, phone, email, and other academic notations. Note: This is NOT an official Academic Record (Transcript).
- Financial status** Verbal or written confirmation of university fees paid or due on the student account. Note: Invoices cannot be issued to third parties unless a formal sponsorship applies.
- Other (be specific)** .....

**Verification:**

.....  
 Student Name JCU Student Number

I hereby authorise the release of information as specified above. If I wish to cancel or alter this authorisation, I will advise JCU in writing to the address below.

.....  
 Student Signature (handwritten) Date (dd/mm/yy)

**Return fully completed document to:**

International Compliance Officer (Sponsored Students)  
 James Cook University  
 Douglas Qld 4811  
 Australia  
 Ph: 617 47815507  
 Email: [JCICompliance@jcu.edu.au](mailto:JCICompliance@jcu.edu.au)

**Office use section:**

Identity check completed & satisfied: YES/NO

Identity check details: .....

.....

Approved by:.....

Date: .....