

Please contact your infoandprivacy@durhamcollege.ca if you require assistance to complete this form.

Student Information

First Name:

Last Name:

Former Last Name:

Date of Birth (yyyy-mm-dd):

Telephone Number:

Student Number:

Name of Program:

Requester Information

Organization Name:

Requester First Name:

Last Name:

Requester Email:

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:

Disclosures

- No search for records will be conducted until full payment is received; cheques should be made payable to “Durham College”
- All records will be emailed in a secure format to the email address provided on this form.
- Written authorization is required from the individual to whom the information relates prior to the release of the 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 fulfil 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, L1C 0G5

Notice of Collection: 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, L1C 0G5, 905.721.2000 ext. 3292.