

For more information or to request alternate formats of this form for accessibility, please contact infoandprivacy@durhamcollege.ca

Disclosures

- No search for records will be conducted until full payment is received; cheques should be made payable to "Durham College".
- If we are unable to fulfil your request, a refund will be issued minus the administrative fee of \$20.00.
- 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.
- All records will be emailed in a secure format to the email address provided on this form. Submitting requests via email carries certain risks. While efforts have been made to secure the transmission of information, email communication may not be entirely secure. By sending your request via email, you acknowledge and accept the potential risks associated with electronic communication.

STUDENT INFORMATION

First Name: Last Name:
Former Last Name: Date of Birth:
Telephone Number: Student Number:
Name of Program:

REQUESTER INFORMATION

Organization Name:
First Name: Last Name:
Email:
Street Name:
City: Province: Postal Code:
Telephone Number:

According to Durham College's Common Records Retention Schedule, the types of records listed below are kept as part of the permanent student record, and are routinely disclosed. The cost is \$16.00 per record. (Check all records you are requesting)

Verification of Enrolment Letter	Official Transcript
Official Durham College Receipt	Tuition Tax Receipt – T2202A

AMOUNT OWING

Total Cost of Requested Records:
Administrative Fee: \$ 20.00
Total Amount Owing:

Mail completed form along with payment to:

Freedom of Information and Protection of Privacy Coordinator
Durham College, President's Office (A140), Gordon Willey Building
2000 Simcoe Street North, Oshawa, ON L1G 0C5

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, L1G 0C5, 905.721.2000 ext. 3292.