



Consent to Release Information Form

REMEMBER: FILL BEFORE PRINTING

This form gives written authority to staff from Swinburne University to OBTAIN AND RELEASE information relevant to your study requirements. Please read the information carefully and talk to Student Information and Records (SIR), if you need any clarifications.

Any personal information provided by you to Swinburne University will remain confidential and will not be disclosed without consent from yourself. The only exception is where there are legal requirements (e.g. court orders) and otherwise as set out in Swinburne's Privacy Collection Notice: <http://www.swinburne.edu.my/privacy/>

All information kept by Swinburne University is only accessible by Swinburne University staff (and contractors) with system access. Information that is not classified as personal (e.g. exam arrangements) may be shared with relevant parties at the University's discretion.

Student Name	
Student ID Number	
Course	

I give permission for staff within Swinburne University to disclose my academic-related information to the following individuals or members of the organisations listed below:

	Information (Name, organisation, relationship etc.)	MyKad/Passport No:	Contact Number	Email Address
<input type="checkbox"/> Parents				
<input type="checkbox"/> Legal Guardian				
<input type="checkbox"/> Others				
Please specify relationship:				

I understand that the information communicated to the above individuals or organisations will be relevant to my study.

Declaration must be signed by the student and the completed form returned to Student Information and Records (SIR) for record purposes. Student must present Identification when lodging in this form in person.

Important Notes:

1. Submission of this form may be done in person or via Student Webmail. Submission through a third party must be supported with a written verification (authorisation letter or email).
2. Consent withdrawal must be done in writing via Student Webmail or letter submitted in person (identification required).
3. Under normal circumstances, it takes three (3) working days for the University to update the consent records (granting/withdrawal) into the system. Your request will only take effect **upon request fulfilment notification sent to your Student Webmail.**

Signature		Date	
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