



**DISCLOSURE OF INFORMATION AND PROXY AUTHORISATION FORM**

IIBT Student Number	
Full Name	
Date of Birth	
Email Address	
Phone Number	
Residential Address	

The Commonwealth’s *Privacy Act 1988* regulates how personal information is handled by an organisation. IIBT is committed to protecting the privacy of personal information of staff and students. Students may choose to complete and submit this form to the Student Services department, to allow IIBT to release their education records to third parties. Once completed and submitted, students can withdraw this consent anytime by writing to IIBT via the Student Services email address ([studentservices@iibt.edu.au](mailto:studentservices@iibt.edu.au)).

<b>Item 1: Educational records</b>	
<input type="checkbox"/> Academic records (grades, enrolment status, student ID number, academic progress, intervention strategy report) <input type="checkbox"/> Student information (residential address, phone number, email address) <input type="checkbox"/> Financial information (tuition fees, invoices, overdue fees, collection of overdue fees) <input type="checkbox"/> Other (please specify): _____	
<b>Item 2: Person(s) to whom access to education records may be provided</b>	
Name(s) of person(s) to whom education records may be provided _____	
Address(es) of person(s) to whom education records may be provided _____	
Phone number(s) of person(s) to whom education records may be provided _____	
Relationship to student: _____	
Purpose of release: _____	
Duration of release: _____	
I understand that, <input type="checkbox"/> I have the right to not consent to the release of my education records <input type="checkbox"/> I have the right to inspect the records released pursuant to this consent <input type="checkbox"/> I have the right to revoke this consent by emailing a revocation to IIBT Student Services ( <a href="mailto:studentservices@iibt.edu.au">studentservices@iibt.edu.au</a> )	
Student signature:	Date:
<input type="text"/>	<input type="text"/>
Signature of Parent/Guardian (if under 18):	Date:
<input type="text"/>	<input type="text"/>