

# Consent to Release Information Form

REMEMBER: FILL BEFORE PRINTING

This form gives written authority to staff from Swinburne University's 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 written consent from yourself. All information kept by Swinburne University is only accessible by the Swinburne University staff 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.

<b>Privacy Statement</b>
Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <a href="http://www.swinburne.edu.my/privacy/">http://www.swinburne.edu.my/privacy/</a>

<b>Student Name</b>	
<b>Program</b>	
<b>Student ID Number</b>	

I give permission for staff within Swinburne University to disclose my academic related information throughout my study duration to the following individuals or members of the organizations listed below:

	Information (eg. Name, organisation, relationship etc)	MyKad/Passport No:	Contact Number	Email Address
<b>Parents</b>				
<b>Legal Guardian</b>				
<b>Others</b>				
<b>Please specify relationship:</b>				

I understand that the information communicated with the above individuals or organisations will be relevant to my study. Should I wish to withdraw my consent at any time, I will inform Swinburne University in writing.

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

Important Note:

1. Submission of this form through a third party must be supported with a written verification (authorisation letter or email).
2. Upon receiving the withdrawal request, the University may contact you for further discussion if required. In the event where you are not contactable for further discussion on your withdrawal, your request may be put on hold.

<b>Signature</b>		<b>Date</b>	
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