



Authorization of a Representative

If you wish to designate a representative to perform registration and/or financial transactions with the Continuing Education and the English Language Program on your behalf, you must complete this form.

STUDENT INFORMATION (please print clearly)

Surname:	Given Name:	U of C Student ID # <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Email:		Phone Number(s):								

REPRESENTATIVE'S INFORMATION

Person/Organization:	Email:
Address (optional):	Phone Number:

1. I authorize the University of Calgary to release the information described below to the person/organization indicated above.

INFORMATION TO BE RELEASED TO REPRESENTATIVE (check all that apply):

☐ Registration Status (registration, withdrawals, transfers)	☐ Payment Confirmation	☐ Other (specify below)

2. I authorize the person/organization named above to carry out the transactions specified below on my behalf, pertaining to the Global Extensions/English Language Program at the University of Calgary.

TRANSACTIONS TO BE CARRIED OUT BY REPRESENTATIVE (check all that apply):

☐ All Transactions	☐ Course Registration(s)	☐ Pay Fees	☐ Transfer/Drop Course(s)	☐ Other (specify below)

I acknowledge that I have read and understood this document. I understand that this authorization is voluntary, and that I may withdraw it at any time in writing. I understand that this authorization will expire one year from the time of signing. This authorization must be signed to be valid.

Student's Signature 	Date <table border="1"><tr><td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>	m	m	d	d	y	y	y	y
m	m	d	d	y	y	y	y		

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to document your authorization to allow a representative to act on your behalf regarding the Global Extensions/English Language Program. If you have any questions about the collection or use of this information please contact the English Language Program at 403-220-3301.