

Consent to Disclose Personal and Student Funding Information to a Third Party Instruction Sheet

Use this *Consent to Disclose Personal and Student Funding Information to a Third Party Form* to give Alberta Students Finance permission to **share** your personal and student funding information with a third party. (**Important:** If you want to give a third party permission to **take action** on your behalf, you must complete a Power of Attorney Form.)

How to complete this form:

1. Print off the consent form. (If you are studying outside of Canada, we encourage you to submit this form **before** you leave Alberta.)
2. Complete the consent form in ink with the following information:
 - your full legal name (first name, middle initial, last name)
 - the first 6 digits of your Social Insurance Number
 - the type of information you authorize to be disclosed
 - the full legal name (first name, middle initial, last name) of the person you are authorizing to have access to your information
 - the end date until your consent to disclose is valid (e.g. the proposed date of your completion of studies). If you do not provide an end date, the authorization will be limited until the current Academic Year End Date
 - the relationship of the authorized third party to you
3. Sign and date the consent form.
4. Make two copies of the consent form and distribute as follows:
 - submit the original to Students Finance by
 - mail to: Students Finance PO Box 28000 Stn Main Edmonton AB T5J 4R4
 - fax to: 780-422-4516
 - give a copy to your authorized third party
 - keep a copy for yourself

Who do I contact for help?

Contact the Student Funding Contact Centre:

- in Edmonton at 780-427-3722
- toll free in Canada at 1-800-222-6485
- email the secure *e-Contact* service on alis.alberta.ca

