



# Student Employment Assistance Release of Information and Consent

Procedure Reference: [AC.6.1.1](#)

I, \_\_\_\_\_, student,  
hereby give The Board of Governors of the Southern Alberta Institute of Technology ("SAIT") and its employees permission to release the personal information indicated below:

Please check off the applicable boxes and initial beside each box. If more space is required, attach a separate page.

attendance and participation in my courses

knowledge and/or skills

character, attitude, and/or professionalism

involvement in SAIT's extra curricular activities

other information as specified:

### Information may be released as follows:

Please check off the applicable boxes and initial beside each box. If more space is required, attach a separate page.

to all prospective employers/entities providing employment, consulting, contract or volunteer work or positions:

to all of the above, EXCEPT:

to ONLY the following prospective employers/entities

to other individuals/organizations/regulatory bodies as named:

### Student's Signature

This Release of Information and Consent takes effect upon the date of my signature below. It remains in effect until I revoke this document by written notice to SAIT, or until one year has passed from either the last date on which I officially attended my current program of studies at SAIT or the date on which I signed this Release of Information and Consent, whichever is later.

Dated at Calgary, Alberta, Canada (mm/dd/yyyy)

Student ID Number

Program of Studies

### Retention of Release and Consent

The school/department must keep the Release of Information and Consent Form on file for a period of one year following the last date on which the student officially attended the student's program at SAIT, or the date on which this release was signed, whichever date is later.

### FOIP Statement

The personal information recorded on this form is secured and protected under the provisions of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, as amended. If you have any questions or require further information about the collection or use of this information, please contact SAIT's FOIP Coordinator in Human Resources at 284-8633. This document will be kept on file within the applicable school or department.