



Changes to Student Record Consent Form

Completing this form will allow the person you name to make changes to your NAIT student account on your behalf. This includes things like changing personal information, changing or canceling your enrolment on your behalf.

Most changes to your personal information and program/courses can be managed by you personally through your MyNAIT Portal or your myTradeSecrets profile if you are an apprentice.

If you only want to give someone permission to discuss information in your account without being able to make any changes, fill out the **Disclosure of Personal Information Consent** form instead.

Student Name:		NAIT Student ID	
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I hereby give the following person authority to request changes to my NAIT student account on my behalf. This includes accessing and changing personal information, and making changes or cancelations to my course or program enrolment.

Name	
Relationship	
Address	
Phone number	
Email	

This permission comes into effect once this form is received and processed by NAIT.

Unless you indicate otherwise, the permission expires two years after it is received and processed by NAIT.

Optional Expiry Date: _____

Student Signature: _____ **Date:** _____

You can cancel this permission **at any time** by completing the Withdrawal of Consent form.



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How to Submit this Form

- Scan a copy of your completed, signed form and email it to askNAIT@nait.ca. Please use this subject line format: FOIP – [your NAIT student ID number].
- In-person at the Student Service Centre (Main floor, Centre for Applied Technology, Main Campus). You will need to bring your NAIT Student ID card, or government-issued photo ID. A third party cannot submit this form in-person on your behalf.

After You Submit this Form

After you submit the form, it will be processed by NAIT and added to your student record. Processing times may vary depending on peak times of the year, but are generally within a few business days of receiving your form. If the form is submitted via email, you will receive a confirmation email once the form has been processed.

The permission you are granting comes into effect the day this consent form is processed and added to your NAIT student record.

You can specify when the permission expires.

- For example, if you are out of the country for a week and would like to authorize someone to act on your behalf during that time, you can set the expiry date as the date you're expected to be back.

If you don't specify an expiration date, the permission automatically expires two years after the date this consent form was processed by NAIT and added to your student record.

Withdrawal of Consent

You can also withdraw your permission at any time by informing NAIT in writing. You can use the Withdrawal of Consent Form to do this.

If you have reason to suspect that someone you know has accessed, or may try to access, your NAIT account through fraudulent means, please [contact us](#) immediately.

More information about FOIP at NAIT, our policies, and how we safeguard your personal information can be found at <http://www.nait.ca/foip>.