



Third Party Authorisation For Student Information

Student details (please print clearly in block letters)

Course code (eg 'BS05')	Student number
<input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/>	<input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/>
Family name	
<input style="width:100%; height:30px;" type="text"/>	
Given name	
<input style="width:100%; height:30px;" type="text"/>	
Title (Mr, Miss, Mrs, Mx etc)	Date of Birth (dd/mm/yyyy)
<input style="width:100%; height:30px;" type="text"/>	<input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> / <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> / <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/>
Current mailing address	
<input style="width:100%; height:30px;" type="text"/>	
Town/suburb	Postcode
<input style="width:100%; height:30px;" type="text"/>	<input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/> <input style="width:30px; height:30px;" type="text"/>
Daytime phone	Mobile phone
<input style="width:100%; height:30px;" type="text"/>	<input style="width:100%; height:30px;" type="text"/>
Email	
<input style="width:100%; height:30px;" type="text"/>	

Using this form

Use this form to:

- Authorise release of personal information to a third party (eg parent/guardian, relative, insurance, financial and legal organisations on request)*
- Enable someone to collect student information on your behalf when requested

Who can use this form:

- Current and past QUT domestic and international students
- Students applying to QUT (domestic and international)

Third party enrolment confirmation
 For third parties wishing to confirm current student enrolment (i.e. employment agencies), several options are available. Please see the 'Instructions' section over page.

QUT does not recommend that students complete a TPA form as part of the process for confirming their enrolment details to third party agencies. For more info on how to confirm your enrolment see <https://qutvirtual4.qut.edu.au/group/student/enrolment/proof-of-enrolment-and-academic-records>

Important note
 This form cannot be used to delegate authority to sign QUT forms except where noted on page 2.

For further information
 See the instructions on page 2.

*Note that charges may apply for release of an Academic Record or for confirmation of enrolment or Verification of studies (VS form).

Privacy

QUT is subject to the Information Privacy Act 2009 and is committed to protecting the privacy of personal information. Information collected on this form will be used to process your request for third party authorisation to access information relating to your studies. The information will not be disclosed further, unless required by law.

Details of QUT's practices regarding student information and privacy see <https://www.qut.edu.au/about/governance-and-policy/privacy-and-access-to-information> and <https://www.qut.edu.au/additional/privacy/student-privacy-at-qut>

If you are unable to access the internet, you can contact HiQ in person, phone 07 3138 2000 or email askqut@qut.edu.au for this information.

QUT Office Use Only

<input type="checkbox"/> ID sighted by	<input type="checkbox"/> TPA received via student email	<input type="checkbox"/> ID verified by other checks
<input type="checkbox"/> Emailed student	<input type="checkbox"/> QRecords	<input type="checkbox"/> Note added in SAMS
TPA Processed by		Date

1. Details of the third party to whom information can be released (complete as applicable)

I authorise the following person to be my third party:

Title (Miss, Mr, Ms, etc) Family name Given name

Date of birth
day month year

Email.....

Current mailing address Town/Suburb.....

Postcode Phone.....

I authorise the following organisation to be my third party (requests must relate to insurance, financial and legal organisations or UQ Colleges):

Formal documentation from the organisation must accompany this application.

Organisation name

2. By signing this form I authorise the following (please tick and sign)

Release this information to my third party:

- | | |
|--|--|
| <input type="checkbox"/> Application information | <input type="checkbox"/> Collection of parchment |
| <input type="checkbox"/> Fees information* | <input type="checkbox"/> Collection of my academic record/AHEGS/Verification of studies letter/enrolment letter* |
| <input type="checkbox"/> Current and previous enrolment details* | <input type="checkbox"/> Other* (please specify) |
| <input type="checkbox"/> Student record information* (includes academic history and results) | |
| <input type="checkbox"/> Attendance records* | |

My third party will submit the following on my behalf (my third party will sign the form/submit the online order on my behalf):

- Paid academic record order* Paid AHEGS order* Paid verification of studies order*

Time period for the authorisation (if no option is chosen then the period will be until the end# of your current course):

- For this period only: starting ____/____/____ and ending ____/____/____
- For this specific course only# (please specify)
- All my studies at QUT#
- Other (please specify)

Student's signature Date/...../.....

*Charges may apply #The authorisation ends on the day you become 'course complete' in QUT records.

3. Instructions

Authorisations may take up to three working days to take effect. QUT will not release details unless a request is initiated by the student or the nominated third party.

Lodging this form

This form must be lodged either:

1. In person at HiQ on campus, showing your QUT student ID card or photographic proof of identity
2. Posted to the address on the first page of this form
3. Scanned and emailed to askqut@qut.edu.au (only for current students - must be sent from your own QUT student email account)

Confirmation of current student enrolment (i.e. for employment agencies) - **no TPA required**

QUT can verify a current student's enrolment for employment agencies in the following ways:

1. Students are to produce a 'confirmation of enrolment' from eStudent, which they can provide to the relevant agency. QUT is unable to confirm a student's enrolment details by phone to a third party. To generate a confirmation of enrolment, follow the instructions at <https://qutvirtual4.qut.edu.au/group/student/enrolment/proof-of-enrolment-and-academic-records>
2. The third party submits a 'Verification of studies request' (VS form) and pays the relevant charge. The third party must attach the organisation's release of information authority or consent on official company letterhead signed by the student. QUT will provide a verification letter. This form is available from the forms page qut.to/forms

Requests from insurance, financial and legal organisations - **TPA required**

- The original TPA form must be lodged by mail or in person or signed and sent to studentrecords@qut.edu.au by an authorised officer from the third party company or organisation email address.
- The TPA form must be accompanied by a relevant written request from the third party on company letterhead.
- The authorisation is only valid six months from the date of the student's signature in Section 2.

For Power of Attorney you must provide a certified copy of the Power of Attorney document.

Requests from UQ Colleges - **TPA required**

- The original TPA form must be signed by the QUT student then scanned from the University College representative email address and sent to studentrecords@qut.edu.au

Disclaimer

The third party authorisation through this form does not constitute a business relationship with QUT. The third party is not eligible for financial remuneration from QUT for the assistance provided to the student.