



Barbados Institute of Management and Productivity

STUDENT CONSENT FORM TO RELEASE ACADEMIC RECORDS

This form serves as consent for the Barbados Institute of Management and Productivity (BIMAP) to release information to the stated third parties. While the form provides written consent for BIMAP to release academic records, it should be noted that the Institute is under no obligation release said records. BIMAP reserves the right to review and respond to requests for the release of academic records on a case-by-case basis.

Note: Students may revoke access at any time by providing a signed revocation request to the Student Affairs office.

Student Name: _____

SECTION A: SPONSOR (Person or Entity to whom access to academic records may be provided)

Name of Organisation/ Individual: *			
Address:			
Name and Title of Contact: (where applicable)	Name :	Title:	
Email Address: *			
Telephone Number: *			

SECTION B: ACADEMIC RECORDS TO BE RELEASED (Check all that apply)

<input type="checkbox"/>	Grades and/or Transcripts	<input type="checkbox"/>	Enrollment Status (Registration and Attendance Records etc.)	<input type="checkbox"/>	Academic Progress	<input type="checkbox"/>	Class Schedule
<input type="checkbox"/>	Other (please state) _____						

SECTION C: DURATION OF RELEASE

This authorisation is granted for the duration of: *

- ☐ Current Term
- ☐ Specific Timeframe From: _____ To: _____

SECTION D: ACKNOWLEDGEMENT

I hereby authorise and consent to the release of any and all information contained in, or part of, the selected academic records with the Barbados Institute of Management and Productivity, to the stated third parties.

I understand that I have the right not to consent to the release of my academic records and I also have the right to revoke this consent at any time by submitting a written revocation (**Revocation of Consent to Release Academic Records Form**) to the Student Affairs office of the Barbados Institute of Management and Productivity.

Student's Signature

Date

OFFICE USE ONLY:

Date Processed: _____

* DENOTES FIELD MUST BE COMPLETED