

Administrative Policy & Procedure 308 – Appendix B

INSTITUTION REQUEST OF ACCESS TO STUDENT FILE OR RECORD

A student file/record is maintained for each student as outlined in Administrative Procedure 308. The purpose of this Administrative Procedure is to clearly outline the procedures for outside institution requests for a copy of a student's file/record. An outside institution can request access through the formal process outlines below.

1. For an outside institution to gain access to a student's file or record, the student must first provide a signed consent and release form provided by the Health Care Aide Academy.
 - 1.1 The File/Record Consent and Release Form' can be requested from the Administrator or Director of the Health Care Aide Academy.
 - 1.2 The File/Record Consent Form' must be filled out entirely, or there may be a delay in processing time.
2. The File/Record Consent and Release Form can be emailed to The Health Care Aide Academy Administrator or Director from the students' email address only or dropped off in person by the student.
 - 2.1 File/Record Consent and Release forms will not be accepted or processed if they are not received directly from the requesting student.
3. There is a minimum administration fee of \$25 per request to be paid prior to the file or record being processed and sent to the receiving institution.
4. The request will be processed within 10 business days from the date that the administration fee is received by the President or Director of the Health Care Aide Academy.
 - 4.1 Payments can be made via e-transfer, cash, or cheque.
 - 4.1.1 E-transfers can be made to: infoRD@delmarcollege.com

Adopted: June 5, 2025 TB

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