

## Frequently Asked Questions

### What is the Freedom of Information and Protection of Privacy Act (FIPPA)?

The same law that gives parents and students access to and control over a child's educational records during elementary and high school transfers ownership of the records to the student at the college level.

College students are considered responsible adults and are allowed to determine who will have access to information about them and their studies. Under this law, confidential student information cannot be provided to anyone other than the student unless the student has provided written consent to the College (Consent to Release Applicant/Student Information Form).

### How can I get information about my child's grades, financial information or other student information?

The quickest and easiest way for parents to receive information about their child's grades, financial information or other student information is for the student to provide it. In many cases, students can look up information online via their WebAdvisor account, then print it off and provide a copy to their parents.

Additionally, students may complete and submit RRC Polytech's Consent to Release Applicant/Student Information Form. Recipients listed on the consent form will be provided with access to most information held by the College (exceptions listed on consent form).

### If I'm paying for my child's education, why can't I get a copy of their records or T2202 tax receipt?

According to FIPPA and College policy, the College will not release confidential documents to anyone other than the student, regardless of who pays the tuition.

### Will I be contacted if my child is sick or hurt, or is in academic trouble or facing disciplinary action?

As a general guideline, if the student is able to communicate about the situation, it is up to the student to decide whether and how to discuss the issues. The College will not contact parents or provide medical, academic or disciplinary information without the student's permission. In the case of an extreme emergency where the student's health is in serious jeopardy, or if there is a concern students pose a threat to themselves or others, the College will contact the emergency contact previously provided by the student on their application form.

### Where can I find out more about FIPPA?

The Government of Manitoba is responsible for overseeing FIPPA. See their website for additional information: [gov.mb.ca/chc/fippa/index.html](http://gov.mb.ca/chc/fippa/index.html)

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#### RRC Polytech - Student Service Centre

##### Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

##### Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

##### Regional Campuses

For Regional Campus contact info,  
please visit [rrc.ca/campuses](http://rrc.ca/campuses)

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I \_\_\_\_\_, (student number) \_\_\_\_\_, hereby authorize and consent to the release of information held by RRC Polytech, specifically my demographic, application and registration, financial account and grades information contained in, or as a part of, my RRC Polytech education to the following person(s) noted below. RRC Polytech will not release to anyone other than the student account usernames or passwords, or Tuition and Education Credit Certificates (T2202 Tax Receipts):

Name:	Relation/organization:
Name:	Relation/organization:
Name:	Relation/organization:

Consent expiration date (dd/mm/yy):

If no date is indicated, consent will expire three years from the signature date below, or when RRC Polytech is notified otherwise in writing.

Comments/special instructions:

I hereby agree to save harmless RRC Polytech from any present or future claims by myself, my heirs, or assigns for releasing the above information.

Signature:	Date (dd/mm/yyyy):
Program:	Location/campus:

**For office use only**

Receiver to enter FIPPA PERC with end date, and comments/special instructions content in Comments field with Date/Timestamp.

Forward to appropriate area – Regional Campus, Continuing Education and D105/P104 (AO or SRO depending on where student is in Admissions process).

Received/entered by:	Date (dd/mm/yyyy):
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