



**Section 1 - University Policy on Data Release**

In accordance with the UK Data Protection Act 2003 (DPA) and The USA Family Educational Rights Privacy Act 1974 (FERPA), Richmond, The American International University in London (hereafter referred to as Richmond) is required to protect the personal data it holds about its applicants and registered students.

As a result of these Acts of Law, Richmond is required to obtain your written permission to disclose information to any third party from any part of your application with the exception of those institutions listed within the Acts. This means that response by Richmond to requests for information from parents, guardians, sponsors, teachers/guidance counsellors and any other institution or person not included in the Acts as exempt must be agreed by you in writing. This form allows you to give that permission in general.

I, \_\_\_\_\_ give Richmond permission to discuss any aspect of my application and enrolment with the following people:

| Name | Relation to you<br>ie parent/teacher etc | Email address |
|------|--|---------------|
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If there are any aspects of your application or enrolment that you would prefer us not to discuss with the nominated people above then please list them below:

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|------------------|--|-------------|--|
| <b>Signature</b> |  | <b>Date</b> |  |
|------------------|--|-------------|--|

Please return this form by post, email or fax to whichever office is dealing with your application. Contact details are below:

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| <p><b>Applications worldwide , except in North America</b></p> <p>Richmond The American University in London<br/>Admissions Office<br/>Queen's Road<br/>Richmond Upon Thames<br/>TW10 6JP<br/>England</p> <p>Tel: +44(0)20 8332 9000<br/>Fax: +44(0)20 8332 1596<br/>Email: <a href="mailto:enroll@richmond.ac.uk">enroll@richmond.ac.uk</a></p> <p><b>www.richmond.ac.uk</b></p> | <p><b>Applications in North America</b></p> <p>Richmond The American University in London<br/>Office of Admissions for North America<br/>343 Congress Street<br/>Suite 3100<br/>Boston, MA 02210-1214<br/>USA</p> <p>Telephone: +1 617 450 5617<br/>Fax: +1 617 450 5601<br/>E-mail: <a href="mailto:usadmissions@richmond.ac.uk">usadmissions@richmond.ac.uk</a></p> <p><b>www.richmond.ac.uk</b></p> |
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