The National Finance Institute

THIRD PARTY / STUDENT CONSENT FORM

As the student, please read this form and complete the declaration below. Once completed, this form authorises The National Finance Institute (the RTO) to share information about your enrolment, training participation and progress, with your employer, or other third party, as named below. If consent is not provided, the RTO will not disclose your study or progress information to the named third party.

This form is intended for situations where a third party has requested an update on a student's enrolment status and study progress. Consent is voluntary and may be withdrawn at any time (see 'Withdrawal of consent' below).

HOW TO RETURN THIS FORM

Please **email** the completed and signed form to: support@financeinstitute.com.au.

SCOPE OF CONSENT (WHAT INFORMATION MAY BE SHARED)

By signing this form, you authorise the RTO to disclose the following types of information to the third party contact listed below, limited to what is reasonably necessary to respond to the third party's request:

- Enrolment status (e.g., amount of fees paid, payer name, status eg. active/withdrawn/completed)
- Course start date, expected or actual completion date and/or end date (if applicable)
- Progress information (e.g., units/modules commenced or completed, assessment submission status, submission cutoff dates, competency outcomes where finalised)
- Attendance/participation information for any scheduled workshops or classes (if applicable)
- Administrative information relevant to progress updates (e.g., requests for extension of time)

The RTO will not disclose personal information outside the scope above unless required or authorised by law.

PURPOSE OF DISCLOSURE

The purpose of disclosure is to provide the third party with an update on your study progress and participation, including where the third party is supporting your training (e.g., providing time to study, mentoring, or paying fees).

DURATION OF CONSENT

This consent applies from the date signed until the earliest of: (a) completion of the course; or (b) withdrawal of consent.

WITHDRAWAL OF CONSENT

You may withdraw your consent at any time by notifying the RTO in writing (email is acceptable). Withdrawal will take effect once received and processed. Withdrawal does not affect disclosures already made in reliance on this consent.

The National Finance Institute

PRIVACY

The National Finance Institute is committed to protecting your privacy. The RTO collects and uses personal information to administer training and assessment, meet regulatory and reporting requirements, and provide student support. The RTO may be required to collect and disclose personal information to government agencies and regulators for statistical, regulatory and research purposes.

Where an employer or other third party is paying for training or has requested a progress update, the RTO will only share information with the third party in accordance with this consent (or as otherwise permitted or required by law).

STUDENT DECLARATION AND CONSENT

By signing below, I confirm that:

- I am the student named below.
- I understand what information may be shared and the purpose of sharing it.
- I consent to The National Finance Institute disclosing my study and progress information to my third party contact named below, within the scope of this form.
- I understand I can withdraw consent at any time as described above.

Student Name in Full: _____ Signature: _____

(e-Signature accepted)

Student Email address: _____ Date: _____

NOMINATED THIRD PARTY

Third Party Contact Name: _____

Third Party Company: _____

Third Party Email address (if known by student): _____

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RTO USE ONLY

- Consent received on: _____
- Recorded in student management system by: _____
- Third party request received on: _____
- Information disclosed on: _____ via ☐ email ☐ phone ☐ other: _____