



Agency Agreement

The University agrees to provide the following student information: _____

to _____ for the sole purpose of

and for the time period of

In the course of performing this function for the University, _____ is acting as a legal agent ("school official") of the University and will release information only in the following circumstances:

and only to the following persons/organizations:

The student information submitted to _____ by the University is confidential information and shall be used only for the purposes stated in this agreement. _____ agrees not to share or disclose this data with any third-party outside of the purposes stated in this agreement, unless required to do so by law or other agency regulations. Failure to comply with the requirement not to release information, except for the sole purpose stated above, will result in cancellation of this agreement and the eligibility for _____ to receive any student information from the University for a period of not less than five (5) years. In addition, _____ agrees to indemnify and hold the University harmless for any loss, cost, damage, or expense suffered by the University as a direct result of _____ failure to comply with the requirement not to release information, except for the sole purpose stated above.

_____ agrees to either destroy the student information in a manner that completely protects the confidentiality of the student information or return the information to the University upon the expiration of the agreement.

Last Name (Agent Rep) First Name

Last Name (University Rep) First Name

Date

Date

Signature (Agent Rep)

Signature (University Rep)