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.

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<th>Last Name (Agent Rep)</th>
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<th>Last Name (University Rep)</th>
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