

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY 400-008 Rev.002</b>	
<b>POLICY</b>	<b>SECTION:</b> 400 - Student		
	<b>TITLE:</b> Student Grade Release		
	<b>Date Approved:</b> January 15, 2016		<b>Current Revision Date:</b> June 1, 2016
<b>Subject:</b> Use of Personal Information - Students			
<b>Scope:</b> This policy applies to all students of the Southwest Fire Academy			
<b>Purpose:</b> To establish a policy for refund in accordance with the Private Career Colleges Act, 2005 governing the use of students private information			
<b>Procedure:</b> All student records shall be released only to the following persons or agencies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Records and Administration</li> <li><input type="checkbox"/> The student</li> <li><input type="checkbox"/> The employer of the student if a release form has been signed by the student</li> </ul>			
<b>References:</b> <ul style="list-style-type: none"> <li>• The ProBoard</li> </ul>			
<b>Notes:</b>			