# STUDENT INFORMATION CONSENT FORM (UNDER 16)

This form explains how information is collected and used by BUSINESS NAME (“we,” “our,” or “us”). This applies to students under the age of 16 (also referred to as “your student”) who contract us for our Service.

## Information We Collect Through Your Use of Our Services

We collect personally identifiable information from you, such as email address, when you sign a student up for our Service, or contact us by email. We use [CollegePlannerPro](https://www.collegeplannerpro.com/) (also referred to as “Custom College Plan” and “System”) as our application management platform. By agreeing to this consent form, you acknowledge that the information you and your student provide will be transferred to Custom College Plan for processing in accordance with their [Privacy Policy](https://www.collegeplannerpro.com/privacy-policy/).

As part of our Services, your student may receive access to their own Custom College Plan account. Any information you or your student enters into the System is collected and used to provide our Services. We understand that the data you and your student sends to us is confidential and treat it as such. Access is restricted to employees of BUSINESS NAME and on occasion to technical support staff members at CollegePlannerPro to provide support and deliver our Services.

## The Way We Use Your Information

### To Provide Our Service

All information collected by us and provided to us by you and/or your student is used to provide our Service. If you or your student is our client, we may use your or your student’s email address without further consent for non-marketing or administrative purposes to deliver our Service.

### To Improve Our Service

We may hold your student’s personal information indefinitely for the purposes of historical data analysis on admissions statistics, or other factors that can improve our Services.

## When We Disclose Information

### Legal Requests and to Comply with State and Federal Laws

We may release personally identifiable information and non-personally-identifiable information if required to do so by law, or in the good-faith belief that such action is necessary to comply with state and federal laws or respond to a court order, subpoena, or search warrant.

## Your Choices

### Access, Correct, Amend, or Delete Your Information

You and your student may access, correct, or amend the information we hold about your student by editing your student’s information through their Custom College Plan account or by contacting us at email@youremailaddress.com Should you wish to have your student’s information deleted you or your student may contact us by email. Please note that if you request your student’s information to be deleted, we may not be able to provide further Services to you.

## Consent

I confirm that I am over the age of 16, am the legal parent or guardian of the student named below and have read this form. I hereby give my consent to allow BUSINESS NAME to collect information on and communicate with my student. I understand I may proactively manage the information BUSINESS NAME holds about my student, and that my student may opt out of email communications using the unsubscribe link (when available) or via an email request.

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Full Student Name

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Full Parent/Guardian Name

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Parent/Guardian Signature