

COLS Terms and Conditions

You are requesting access to the Ontario Universities' Application Centre's (OUAC) databases. By signing this Registration Form, you agree to abide by these Terms and Conditions.

Access to COLS is valid only for the current application cycle and must be requested and approved on an annual basis. This Registration Form is deleted after the current cycle. Your school principal or administrator must authorize or revoke access, as needed. Your personal information is shared only with the OUAC staff responsible for managing security.

OUAC data contains personal information about the applicant and confidential statistics and reports. By signing this Registration Form, you agree to:

- maintain data security using measures that meet or exceed the policies of your school or school board.
- use appropriate measures to protect data copied or downloaded to devices under your control.
- not disclose OUAC data to any unauthorized users.

COLS Declaration and Notice

By signing this form, I hereby certify and agree that:

- I will be solely responsible for changes, additions and deletions made to any applicant's academic data on file at the OUAC under my identification and password.
- All information and documentation I provide to the OUAC in support of an applicant is truthful, complete and correct.
- I will not share my COLS password and/or username with any unauthorized person.
- I will not register any unauthorized individuals for a COLS account.
- I will notify the OUAC immediately if there is unauthorized access, use or disclosure of this information.
- I will protect the accuracy and confidentiality of the applicant data on file at the OUAC.
- I may be contacted should questions arise about activities performed with this account.

Note: All changes made to the applicant's academic data under this secure account will be saved in an audit file.

The OUAC and the universities reserve the right to verify any information you provide through COLS or email in support of any applicant. If you withhold information or submit any information that is false, misleading or written by a third party not authorized by the OUAC, the OUAC and/or the universities may, at their absolute discretion, invalidate the impacted application, resulting in its immediate rejection or in the revocation of an offer of admission or registration at a university. Any such information may be shared by the OUAC, by Ontario universities and colleges or by the Ministry of Education, with other universities and colleges across Canada and with regulatory authorities, law enforcement or other persons.

Name (please print)	Signature	Date
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Authorization

Principal's/Vice-Principal's Authorization (Signature)	Principal's/Vice-Principal's Name (Please Print)
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