

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Collection of Student Information as Required by Law Policy
Policy Number	029
Approved by	University Provost
Date of Original Approval	May 28, 2014
Date of Revisions	NA
Contact	University Registrar

- 1.0 Where required by law to collect personal and / or related information from students, the Office of the Registrar will be responsible for the collection of these data.
- 2.0 Students will be apprised of the requirements for the Office of the Registrar to collect these data.
- 3.0 In instances where the University is required by law to collect personal and / or related information, students enrolled in a University programme must ensure that the required information is provided to the Office of the Registrar within the time specified by the Office of the Registrar. Where a student is under the age of majority, the student's parents / guardian, must ensure that the required information is provided to the Office of the Registrar.
- 4.0 The Office of the Registrar is responsible for ensuring that the data collected is limited in its distribution to the relevant University office. The Office of the Registrar will make all efforts and take all precautions to maintain the confidentiality of these data. However, the data collected or any other information of the students may be used in order to comply with the requirements of any applicable laws.
- 5.0 In case students do not provide the required data to the Office of the Registrar within the timelines provided, the University shall be entitled to take any / all of the following actions against such students:
 - Registration blocked
 - Examination results withheld
 - Final results withheld
 - Transcripts withheld
 - Degree, diploma, certificate parchment withheld