



## Permissions Form for Cosmo Application

### 1) Use of Personal Information Authorization:

Cosmopolitan Industries Ltd. (Cosmo) retains personal information on file about its program participants.

Each program participant has a file folder that contains the application information as provided at the time of admission. Also kept in the file are assessment reports, health status reports, support plans, progress notes, photos, letters and referrals, annual participant summaries and consent forms pertaining to the participant, his/her care needs and his/her program while attending Cosmo.

If the participant leaves his/her program at Cosmo for any reason, we continue to maintain their file in a secure location as long as prescribed by law, after which time the file is shredded.

By signing below, I acknowledge that I have read and understand the above information. I am aware that Cosmopolitan Industries Ltd. will have personal information kept in my file that is stored in a secure location. Should I leave Cosmopolitan Industries Ltd., this information will be kept as long as prescribed by law, after which time it will be shredded.

### 2) Authorization to Submit an Application to Cosmo:

By signing below, I authorize CLSD to submit an application to Cosmopolitan Industries Ltd. (Cosmo) for the purpose of procuring a day program for \_\_\_\_\_.

Applicant (or Guardian) Name (please print)

\_\_\_\_\_ Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Applicant (or Guardian) Name (please print)

\_\_\_\_\_  
Applicant or (Guardian) Signature

\_\_\_\_\_  
Witness

**Please give this completed form to your CSW at CLSD to be submitted with an application to Cosmo.**