FERPA Release Form

The Office of Student Finance maintains records relating to charges for tuition, fees, health insurance and financial credits for each student. This includes payments of term bill charges, financial aid credits and refunds issued on the account if financial credits are greater than charges. Our office may receive requests for information contained in the student’s file from a third party such as a parent or spouse of the student. Pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1231g (“FERPA”), the university may not release this information without written consent of the student, subject to the exceptions specified under FERPA.

As a student, if you wish to authorize the release of the records held by the Office of Student Finance to specified persons or institutions, please complete and return this form to the Office of Student Finance.

Date: ____________________

I, ____________________________                 ___________________________
(Student Name)                                      (Banner ID #Start with 800 or 999)

Hereby authorize the Office of Student Finance to supply information from my student account as described above in response to the following inquiries:

_________All inquiries for whatever purposes until my records are destroyed or until my written statement rescinding this authorization is received by this office.

_________To only the following institution or person’s _______________________________

Until ____________________ unless revoked in writing by me.

    (Date)

Signature of Student                                    Date