



Authorization to Disclose Academic and Financial Information to a Third Party

The *Family Educational Rights and Privacy Act* of 1974 (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students who are currently enrolled or formerly enrolled regardless of their age or financial dependency status are protected under FERPA. Deceased students and students who have applied but did not attend an institution do not come under FERPA guidelines.

Disclosure of student information is also permissible to school officials who have a legitimate educational interest; to federal, state, and local authorities involving an audit of evaluation of compliance with educational programs; to parents of a dependent student; to organizations conducting institutional educational studies; in connection with financial aid; to accrediting organizations; to comply with a judicial order or subpoena; in a health or safety emergency; releasing directory information; releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

In accordance with FERPA, the College will disclose the academic and financial records of a student to a third party provided the College has on file written consent from the student. Please mark the box(es) below to indicate which type of information (financial or academic) the College can be release to a third party.

Financial Aid Information

This includes types of financial aid student received, the amount received, federal and state taxes, steps student needed to complete in order to receive financial aid, etc.

Academic Information

This includes student's grade point average, course grades, attendance, transcript requests, degree conferred date(s), course schedule, etc.

The checked item(s) above may **not** be disclosed to the third party.

Or

The checked item(s) above may be disclosed to the third party below.

Third Party Name: _____

Relationship: _____

Third Party Name: _____

Relationship: _____

Print Student Name: _____

Date: _____

Student Signature: _____

Note: If this is not completed prior to the first day of classes (as indicated in the Academic Calendar), it will be assumed that all of the above information may **NOT** be disclosed. The indication in this section will not expire or change until a new Authorization to Disclose Academic and Financial Information to a Third Party is submitted.

For Office Use Only

Fall _____

Winter _____

Spring _____

Summer _____

Rec'd By: _____

SIMS/FAPINQ Input Date: _____