



Authorization to Disclose Information (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provide for the confidentiality of student education records. Institutions may not disclose information (other than directory information) about students nor permit inspection of their records without their permission unless such action is covered by certain exceptions as stipulated in the Act.

This authorization is only valid for the Student Accounts Office department.

This authorization may be canceled at any time, in writing with the Student Accounts Office.

Name of Student: _____

Student ID number: _____

Permanent Address: _____

Release information to: (Check appropriate box and list name)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Please check one or more of the boxes to grant authorization to information:

All aspects of my financial obligations/status including: billing statements, charges, credits, payments, past due amounts, financial holds, and any other payments made on my behalf, and/or collection activity.

Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status.

OR

I DO NOT WANT INFORMATION RELEASED TO ANYONE OTHER THAN MYSELF. (Please note, if you check this, your parents or spouse CANNOT get any financial information – billing, payments, loans, etc.)

Certification:

I hereby grant authorization to Aquinas College Student Accounts and Financial Aid staff to release to the above individual(s) the above indicated student financial information. This authorization does not permit the third party to make any changes.

Student Signature

Date

Please note: This authorization will remain in effect until a signed request is received from the student to cancel it. This form does not authorize the release of any academic information.

Return this form to:

**Student Accounts Office
Aquinas College
1607 Robinson Rd, SE
Grand Rapids, MI 49506**

For Office Use Only:

Recorded by: _____

Date: _____