

Coe College Student Information Release Authorization

Business Office and Financial Aid Office Information Release Form

DIRECTIONS

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA) and the College's Policy on Access to Student Records, Coe College is prohibited from providing certain information from your student records to a third party. This information includes grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. *This restriction applies, but is not limited to, your parents, your spouse, or a sponsor.* **NOTE: This form must be completed and signed in order for us to release any information to your parents or spouse.**

You may, at your discretion, grant Coe College permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization form. **You must complete a separate form for each third party to whom you grant access to information on your student records.** The specified information will be made available only if requested by the authorized third party. Coe College does not automatically send information to a third party.

Submit your completed form to the Coe College Business Office. Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the address where the form was submitted.

Please print legibly and add your signature in ink to Section D.

SECTION A. Student Information		
Name (last, first, middle initial)	Social Security number	Coe Student ID
Current Mailing Address (street or P.O. Box, apt. number, city, state, and zip code)	Daytime phone number	
SECTION B. Third Party Designee (Please list both parents if applicable)		
Name (last, first, middle initial)	Daytime phone number	
Address (street or P.O. Box number, apartment number, city, state, and zip code)	Relationship	
<p>Please check one or more of the boxes below to grant authorization to different types of information and student account records:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic, registration, student ID number, academic progress status, and/or enrollment information. <input type="checkbox"/> Financial aid awards, disbursements, and eligibility <input type="checkbox"/> Financial Aid Application Data <input type="checkbox"/> Financial aid satisfactory academic progress status <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity. <input type="checkbox"/> College-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity <p>Notes/Comments:</p>		
SECTION C. Release of Custodial Parent Information to the Non-Custodial Parent		
<p>I, _____, authorize Coe College to release the information marked above to the non-custodial parent,</p> <p style="text-align: center;">Custodial Parent Name</p> <p>_____.</p> <p style="text-align: center;">Non-Custodial Parent Name</p> <p style="text-align: right;">Custodial Parent Signature _____ Date _____</p>		
SECTION D. Student Certification		
<p>I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.</p>		
Student Signature:	Date:	