



HOLY NAMES UNIVERSITY Since 1868

Family Educational Rights and Privacy Act (FERPA) Student Consent to Release Financial Information

Student Name: Last First Middle Initial

Address: Street City State ZIP

HNU Student ID: [] [] [] [] [] [] [] [] Date of Birth: [] [] [] [] [] [] [] [] DD/MM/YYYY

I understand that (1) I have the right not to consent to the release or disclosure of my financial aid and student account records; (2) I have the right to inspect and review such records upon request; and (3) this consent to release or disclose will expire upon graduation or after I cease to be a student or when revoked by me in writing, and delivered to the HNU Student Accounts Office, whichever comes first. Any disclosure of information made by HNU prior to expiration of receipt of revocation is not affected by expiration or revocation. I further understand that in order for HNU to release information to the individual(s) named below, this release must be executed. Therefore, I, the undersigned, authorize the personnel within the Financial Aid Office and the Student Accounts Office to release my financial records to the individuals identified below.

THIRD PARTY WHO MAY RECEIVE ACCESS TO FINANCIAL RECORDS

1 _____
2 _____
(First, Middle Initial & Last Name) Relationship to Student

PIN Designation - Furthermore, I allow release of financial information over the telephone if the person(s) listed above can provide the following five digit identification number (PIN):

PIN = [] [] [] [] [] (Numbers only)

Submit this form, in person, to the Student Accounts Office at HNU with your photo ID.

Student Signature _____ Date ____/____/____

If you are submitting this form by mail or fax, this form must be notarized. The Notary Public should complete the following section:

ACKNOWLEDGMENT

State of California, County of _____ On _____ before me, _____ (Date) (name and title of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature _____ (Seal)

For HNU Office Use Only: Received By _____ Date _____ Type of photo ID _____



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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student records. In compliance with FERPA, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees 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 parent(s)/legal guardian(s), your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student financial records to a third party by submitting a completed **FERPA Student Consent to Release Financial Information form**. Third parties to whom you grant access to obtain information on your student financial records must be named on the release and given a FERPA PIN determined by you that they will use to identify themselves when gaining access to these records. The specified information may be made available only if requested by the authorized third party. The University does not automatically send information to a third party unless requested to do so by law or agreement.

More info related to FERPA at HNU is available in the Student Handbook or online at www.hnu.edu

INSTRUCTIONS: To grant access to your financial records housed in any of the offices named on this form to another person, complete the FERPA Student Consent to Release Financial Information form and submit it to the HNU Student Accounts Office with a valid photo ID. If you are not able to present the form and ID in person, you must have the form and ID notarized and then submit all documents to the Student Accounts Office.

Please note that your authorization to release information will expire upon graduation or after you cease to be a student at HNU, however, you may revoke your authorization at any time by sending a written request to the Student Accounts Office.