

Brescia University FERPA Release

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law affords certain rights to eligible students (students who have reached the age of 18 or attend a school beyond the high school level) concerning the privacy of, and access to, their education records.

Students may choose to complete and submit this form to the Office of the Registrar allowing the release of the education records to specified third parties. The form may be submitted in person to the Office of the Registrar located in the Administration Building, by email to registrar@brescia.edu, or by fax to (270) 686-6422. Please note that while this form authorizes Brescia University to release education records to third parties, it does not obligate Brescia University to do so. Brescia University reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, please contact the Brescia University Registrar's Office or the U.S. Department of Education's website at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

Student Information

Last Name

First Name

Student ID #

Contact #

Brescia Email Address

Types of Education Information to Release (check all that apply):

Check	Name	Description
<input type="checkbox"/>	All Records	ALL records listed below
<input type="checkbox"/>	Academic Information	Grades, GPA, registration, student ID, academic progress, enrollment status
<input type="checkbox"/>	Student Billing	Billing statements, charges, credits, payments, past due amounts, collections and debt activity, financial holds
<input type="checkbox"/>	Financial Aid	Awards, application data, disbursements, eligibility, financial aid academic progress status
<input type="checkbox"/>	Loan Information	University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, collection activity
<input type="checkbox"/>	None	Revokes all previously granted consent

Individual(s) to whom access to education records may be provided:

Last Name	First Name	Contact #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization

This authorization is valid until canceled or until the completion of the Academic Year. The student may cancel this release at any time by submitting another FERPA form to the Brescia University Office of the Registrar, Business Office, or Financial Aid.

I understand that (1) I have the right not to consent to the release of my educational records; (2) I have the right to inspect any written records released pursuant to this Consent; and (3) I have the right to revoke this consent at any time by submitting another FERPA form to the Brescia University Office of the Registrar, Business Office, or Financial Aid.

 Student's Signature

 Date

 Signature of Parent or Guardian (if under 18)

 Date

Received by: _____ Date: _____