

## Brescia University

### Student Request to Inspect and Review Education Records

Eligible students have the right to inspect and review his or her education records maintained by the University. Brescia University must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following the receipt of request. This form may be submitted in person to the Office of the Registrar located in the Administration Building, by email to [registrar@brescia.edu](mailto:registrar@brescia.edu), or by fax to (270) 686-6422.

#### Student Information

I wish to inspect and/or review my education record located in the following office:

Check	Name	Description	Office
<input type="checkbox"/>	Academic Information	Grades, GPA, registration, student ID, academic progress, enrollment status	Registrar's Office
<input type="checkbox"/>	Student Billing	Billing statements, charges, credits, payments, past due amounts, collections and debt activity, financial holds	Business Office
<input type="checkbox"/>	Financial Aid	Awards, application data, disbursements, eligibility, financial aid academic progress status	Financial Aid Office
<input type="checkbox"/>	Loan Information	University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, collection activity	Business Office or Financial Aid Office

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Contact #

\_\_\_\_\_  
Brescia Email Address

#### Authorization:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### For office use only:

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Student notified of record availability by: \_\_\_\_\_ Date: \_\_\_\_\_

Notification method: \_\_\_\_\_

#### Inspection and/or Review Verification:

- I have inspected the contents of the requested education record identified above and am satisfied with its accuracy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

- I have inspected the contents of the requested education record identified above and am not satisfied with its accuracy. (Please complete Student Request for Record Correction if desired).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date