

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), University of the Southwest (USW) is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition, financial aid (including your grants, scholarships, work-study, or loan amounts) and other student record information. This restriction applies to any third party, including but not limited to your parents, your spouse, or a sponsor.

You may, at your discretion, grant USW permission to release information about your student records to a third party by submitting a completed Student Consent to Release Educational Records authorization. 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. USW will not automatically send information to a third party.

Submit your completed form to the Registrar's Office. If you sign and submit the form in person, you will be required to present your photo ID. If you submit the form via mail, you will be required to have it notarized. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by completing a FERPA Revocation Form. Social Security data is used only for authentication of this form.

SECTION I: STUDENT INFORMATION

Name (Last, First, Middle Initial)

SSN (Last four digits only or date of birth)

Student ID Number

Mailing Address (Street or P.O. Box Number, Apt. Number, City, State, Zip)

Daytime Phone Number

SECTION II: THIRD PARTY DESIGNEE

Name (Last, First, Middle Initial) or Company

Daytime Phone Number

Mailing Address (Street or P.O. Box Number, Apt Number, City, State, and Zip)

Please initial one or more of the lines below to grant authorization to differently types of information:

- Business Office: Billing statements, charges, credits, payments, loan distribution, past due amounts, collection activity, and communication history
- Office of the Registrar & Academic Advising: Grades/GPA, demographic, registration, student ID number, academic progress status, enrollment information, access to academic records, attendance, and Academic Intervention Forms.
- Financial Aid Office: FAFSA application data, financial aid disbursement, eligibility, financial aid Satisfactory Academic Progress status
- Health Services: Medical records, physician's notes, nurses' notes, and personal health information
- Student Conduct Records: Student misconduct incident reports

Disclosure: Schools are permitted to disclose information under the following exceptions: student is a dependent as defined by the IRS; student violated the law or school rules in alcohol/substance abuse; student involved in a situation whereby it becomes necessary to disclose information about him/her in order to protect health and safety of others or in an emergency.

SECTION III: CERTIFICATION

I authorize the above third party, named in Section II to access the above indicated student record and/or account information. This authorization does not permit the third party to make changes.

Student Signature

Date