

# Student Release of Information Authorization Form



In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and the Regents' Policy on Access to and Release of Student Education Records, 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. A Third Party is defined as, but not limited to, your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party (*see definition above*) by submitting a completed Student Information Release 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. **The University does not automatically send information to a third party.**

Submit your completed form(s) to UAMS Student Financial Services – Financial Aid, at the address given below. 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 same address. This form allows third parties to access student record information from UAMS Student Financial Services Office *only*.

This information release authorization is intended for use only by the offices listed below:

- Student Financial Services – Financial Aid Office
- Student Financial Services – Bursar's Office
- Student Financial Services – Debt Management

## A. Student Information

Name (Last, First, Middle Initial) SSN (Last 4 Digits) Student ID Number

Current Address (Street/PO, APT, City, State & Zip) Daytime Phone

## B. Third-party Designee

Name (Last, First, Middle Initial) SSN (Last 4 Digits)

Current Address (Street/PO, APT, City, State & Zip) Daytime Phone

Relation to Student E-mail Address

### Information types allowed (check one or more of the boxes below to grant authorization):

- Refund checks, billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances and/or collection activity
- Access to student records maintained by the Office of Student Financial Services, **including all of the above examples**

## C. Certification

Student's Signature

Date