

## FERPA Third Party Access Authorization

In compliance with the federal Family Educational Rights and Privacy Act of 1974, the University of Providence 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 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 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 to the University of Providence Registrar's Office, at the address given below. Please note that your authorization to release information will be honored for five years from date of signature; however, you may revoke your authorization at any time by sending a written request to the same address.

Please Note: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. ***It is University policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via email.***

### A. Student Information

\_\_\_\_\_  
Name (Last, First, Middle Initial)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

### B. Third-Party Designee

\_\_\_\_\_  
Name (Last, First, Middle Initial)

\_\_\_\_\_  
Password (If Desired)

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relation to Student

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

#### INFORMATION TYPES ALLOWED (CHECK ONE OR MORE OF THE BOXES BELOW TO GRANT AUTHORIZATION)

- Grades/GPA, demographic, registration, academic progress, status, and /or enrollment information
- 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 history
- University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances and /or collection activity
- All (Access to all student records maintained by the Office of the Registrar, the Office of Financial Aid and the Business Office, including the above examples)

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

\_\_\_\_\_  
Date