

## CONSENT TO RELEASE ACADEMIC INFORMATION

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Delaware College of Art and Design is subject to and abides by the provisions of the **Family Educational Rights and Privacy Act (FERPA / The Buckley Amendment)**. This law gives students certain rights of access to their educational records and imposes obligations on the College concerning the release and disclosure of those records to third parties. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor. Parties specified on this form will be provided access to indicated records. The specified information will be made available only if requested by the authorized party. The college does not automatically send information to third parties. In addition, this form **authorizes** the College, but it does not **obligate** the College to release student records.

Submit your complete form to the Registrar's Office (1<sup>st</sup> Floor). Please note that this release is valid for one school year (Fall & Spring Terms) and must be **renewed** each year. You may revoke your authorization at any time by visiting the Registrar's Office.

For third parties designated on this form, this release overrides all FERPA directory information non-disclosure holds you have placed on your records. Social Security Number is used for verification purposes only.

### **SECTION A. STUDENT INFORMATION**

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Name (Last, First, Middle Initial)

Social Security Number (Last 4 Digits Only)

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Current Mailing Address

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Daytime Phone Number

Semester / Term (ex. Spring 2022)

### **SECTION B. THIRD PARTY DESIGNEE**

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Name (Last, First, Middle Initial)

Social Security Number (Last 4 Digits Only)

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Address

Daytime Phone Number

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Relation to Student

Email Address

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

\_\_\_\_\_ : Business Office: Billing Statements, Charges, Credits, Payments, Loan Disbursements, Past-Due Amounts, and collections.

\_\_\_\_\_ : Registrar's Office: Academic Records (GPA, Schedule), Transcripts, Student Demographic Information.

\_\_\_\_\_ : Financial Aid Office: FAFSA Application Data, Financial Aid Disbursements, Eligibility, and Financial Aid SAP Status.

\_\_\_\_\_ : Student Life Office: Housing, Dining, Conduct, and Accommodations.

\_\_\_\_\_ : Other (be very specific): \_\_\_\_\_

### **SECTION C. CERTIFICATION**

I authorize the above third party, named in Section B, to access (but not change) my student records as specified.

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Student's Signature

Date

### **SECTION D. REVOCATION OF CONSENT:**

I hereby revoke the consent granted above. Valid upon return to the Registrar's Office.

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Student's Signature

Date

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Registrar's Office: \_\_\_\_\_

Date Received: \_\_\_\_\_

Updated 5/5/23 DJC