



AUTHORIZATION TO RELEASE INFORMATION
Family Educational Rights and Privacy Act (FERPA)¹

Student Name: _____ Student ID#: _____

I hereby authorize Trident University International to release the educational records specified below to the person(s) listed on this form. I further authorize the person(s) listed to receive information via telephone, email, fax, U.S. mail and in person.

My initials indicate the specific type of information to which access is authorized:

- All academic/transcript records including but not limited to admissions, enrollment, GPA and graduation
- All disciplinary records
- All Financial Aid information including eligibility status, awards, returns or refunds
- All Financial records held by the Finance/Business Department including balances, debits, refunds
- Other _____

The following are authorized to access or otherwise receive information as indicated above:

_____	_____
Name	Relationship to Student
_____	_____
Name	Relationship to Student

One-Time Use: This authorization may only be used once, on: _____.

Limited Use (under FERPA, unlimited access is not permitted, however any length of time may be specified by this date range): This authorization is valid from: _____ to _____.

This consent does not extend to any other person or for a period exceeding that listed above and authorization may be revoked at any time upon written notice to the University

For security purposes, the following authorization password/code will be required of the person authorized to obtain information: _____

_____	_____
Student's Signature	Date

¹ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Trident University International (TUI) will have written permission from students in order to release non directory information from a student's educational record. 'Educational Records' include those records which contain information directly related to a student's academic progress, financial status including financial aid awards, disbursements, eligibility, billing, and account information, or medical condition. FERPA Pertains to release of records only. It does not grant others the right to act on your behalf or to change your records.