



Permission to Release Information

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Manchester University will only disclose confidential information from the students' records to parents or other third parties provided the University has written consent from the student on file. By signing this form, you are authorizing the following offices to discuss the listed information to the third-party designees below.

Student Information

Print: Last name, first name, middle initial

MU ID#

By signing this form, you are releasing the following information:

Registrar (REG): Academic performance, attendance, intra-semester/final grades, other issues related to your grades.

Student Financial Services (SFS): Financial Aid, student billing/account information, other issues related to your financial aid or student account.

Authentication

When the party listed below contacts the Registrar or Student Financial Services, he/she will be asked to authenticate his/her identity by providing his/her authentication code (last 4 digits of his/her social security number). If the party is not able to provide the correct authentication code, Manchester University will not release any information from your record.

You have the choice to **OPT OUT** of the above information by individual designee(s) listed below. Please refer to the OPT OUT section beside each designee and check the department in which you choose NOT to release information.

Third-party Designee			<u>OPT OUT</u>	
			REG	SFS
1) _____ Printed Name	_____ Relationship to Student	_____ Authentication Code (Last 4 digits of SSN)	_____	_____
2) _____ Printed Name	_____ Relationship to Student	_____ Authentication Code (Last 4 digits of SSN)	_____	_____
3) _____ Printed Name	_____ Relationship to Student	_____ Authentication Code (Last 4 digits of SSN)	_____	_____
4) _____ Printed Name	_____ Relationship to Student	_____ Authentication Code (Last 4 digits of SSN)	_____	_____

Authorization

I understand that this release is in effect from the date it is received through my enrollment at Manchester University.

I understand that Manchester University is not obligated or required to release information to the persons listed above.

Reversal of this consent must be submitted in writing to the Office of Registrar or Student Financial Services.

Student Signature

Date