



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 Manchester University 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:

Academic Affairs: Academic performance, attendance, advising and other issues related to your institutional record.

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 Manchester University, 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.

Third-party Designee

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 Academic Affairs.

Student Signature

Date