



## STUDENT CONSENT TO RELEASE EDUCATION RECORDS

### Directions:

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Vermont College of Fine Arts is prohibited from releasing 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 spouses, parents or sponsors.

You may, at your discretion, grant VCFA permission to release information about your student records to a third party by submitting a completed "Student Consent to Release Education Records" authorization form to the registrar's office or bursar's office. 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 institution does not automatically send information to a third party.

Submit your completed form to the Registrar's Office, or to the Bursar's Office for financial account information, at the above address. Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the same address. **NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory information non-disclosure holds you may have placed on your records. Social Security data is used only for authentication on this form.

### Student Information:

Name (last, first, middle initial)	Social Security #	Student ID # ( )
Current mailing address (street or P.O. city, state, zip)		Daytime phone #

### Third Party Designee:

Name (last, first, middle initial)	Social Security #	Date of Birth ( )
Current mailing address (street or PO, city, state, zip)		Daytime phone #
Relationship to Student	Email address	

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

- Registrar's Office: Grades, demographic, registration, student ID number, academic progress status, enrollment information, access to academic records
- Bursar's Office: Billing statements, charges, credits, payments, loan disbursements, past due amounts, collection activity, communication history
- Financial Aid Office: FAFSA application data, financial aid disbursements, eligibility, financial aid Satisfactory Academic Progress status
- Other (be as specific as possible) \_\_\_\_\_

### Student Certification:

I authorize Vermont College of Fine Arts to release or disclose the above-indicated student records and/or account information to the above-named Third Party Designee. This authorization does not permit the third party to make any changes to the records.

Student's Signature	Date
---------------------	------