



STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the Federal Family Education Rights and Privacy Act of 1974, Mercy College is prohibited from providing 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 your parents, your spouse, or a sponsor.

You may, at your discretion, grant Mercy College permission to release information about your student records to a third party by submitting a Student Information Release Authorization. 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. Mercy College will not automatically send information to a third party.

This authorization has NO expiration date. If you wish to revoke authorization you must complete Section C of this Authorization form.

SECTION A: Student Information

Name (last, first, middle initial) Please print legibly

Social Security Number/ID

SECTION B: Third Party Designee

Name (last, first, middle initial) Please print legibly

Relationship to student

Please check one or more of the boxes below to grant authorization to different types of information and student account records.

- Billing statements, charges, credits, payments, past due amounts, and/or collection activity.
Grades/GPA, demographic, registration, student ID number, and academic status progress, enrollment information
Financial Aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

SECTION C: Cancellation of Authorization

Please cancel my authorization to release information to the following Third Party Designee(s)

Name (last, first, middle initial) Please print legibly

Date

SECTION D: Certification

I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.

Student Signature Date

Date