



**Clarendon College
Financial Aid Office
2016-2017 Release of Information Form**

Authorization for Release of Confidential Information

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

FERPA permits the disclosure of students’ financial aid records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. A postsecondary institution may only disclose the financial aid records without obtaining prior written consent of the student if it is to:

- Parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- Other school officials, including teachers, within Clarendon College whom the school has determined to have legitimate educational interests.
- Officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

In addition, students have the right to review their educational records, to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records.

AUTHORIZATION: I authorize Clarendon College to release financial aid and student billing information to the individuals indicated below whom do not meet the criteria listed above.

Name of Person	Relationship to Student
1. _____	_____
2. _____	_____
3. _____	_____

CERTIFICATION: I understand that this authorization may be withdrawn by me at any time through submission of a new Authorization for Release of Information Form.

Student Signature: _____ Date: _____

Printed Name: _____

Clarendon College does not discriminate on the basis of age, sex, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and all institutional programs.