

CONSENT TO RELEASE ACADEMIC INFORMATION

Return this form to the Student Services Office.

Delaware College of Art and Design, like all other academic institutions, is subject to the provisions of the **Family Educational Rights and Privacy Act**, common known as **FERPA** or the Buckley Amendment. This law gives students certain rights of access to their educational records and imposes obligations on the College concerning the release and disclosure of those records to third parties. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor. You may, at your discretion, grant the college permission to release information about your student records to a third party by submitting a complete Student Consent to Release Academic Information form. The specified information will be made available only if requested by the authorized party. The college does not automatically send information to a third party.

Submit your completed form to the Registrar's Office or Student Services Office at the address given above. 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 designated on this form, this release overrides all FERPA directory information non-disclosure holds you have placed on your records. Social Security data is used only for authentication on this form.

SECTION A. STUDENT INFORMATION

Name (Last, First, Middle Initial)	Social Security Number (Last four digits only)
Current Mailing Address	
Daytime Phone Number	

SECTION B. THIRD PARTY DESIGNEE

Name (Last, First, Middle Initial)	Social Security Number (Last four digits only)
Address	Daytime Phone Number
Relation to Student	Email Address

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

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

SECTION C. 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's Signature	Date
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REVOCAION OF CONSENT: Not valid until received by the college Registrar.
I hereby revoke the consent granted above:

Student's Signature	Date
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