

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students, regarding the privacy of their educational record. While parents/guardians/spouses and others may have an interest in the student's record, access to or release of the educational record is only by written student consent with a few exceptions:

1. Post-secondary institutions may disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, *in connection with a health or safety emergency*.
2. FERPA also permits a school to disclose personally identifiable information from education records without consent regarding the student's *violation of any Federal, state, or local law*, or of any rule or policy of the institution, governing the *use or possession of alcohol or a controlled substance*.

Directory information may be released to anyone upon request, unless a student stipulates otherwise (see page 33 of the Corban University Catalog).

By completion of this form, the person(s) listed below is given permission to receive information from your educational records. This may include academic records such as grades and schedules or Student Account/Financial Aid records: such as scholarship information, payments, account balances and social security numbers.

Please print legibly and return to the Financial Services Office.

- This is a one-time release only _____
Effective Date
- This release will remain in effect ***while enrolled*** unless I revoke such consent in writing. (A new form must be completed at Financial Services)

Name of Person(s) to whom information may be released:

Name(s)		
Street Address		
City, State, Zip		
Email or Fax		
Records to release	<input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Student Life	<input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Student Life
Security Question to Verify Identity		

I _____ **the undersigned, authorize Corban University to release my educational records upon request.**

Student Signature: _____ Date: _____ ID# _____

Address: _____

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Corban University on occasion uses photographs of students taken on campus and at some off campus events in our publications and website. Please check the box below if you do not want to be in photographs used for publication purposes. Corban will seek student permission for the use of individual photographs.

PLEASE DO NOT USE MY PHOTOGRAPH FOR PROMOTIONAL PURPOSES

I understand that if I am in a large group or event on campus I may inadvertently be in the photographs used.

Directory Information at Corban University includes, among other things: name, address, class standing, enrollment status, telephone number and email, date and place of birth, major, academic honors, and participation in athletics (page 33 of the Corban University Catalog). You may choose to withhold this information, but be aware that this will prevent release of any information to ANY source outside of the institution, including but not limited to employers and scholarships.

Check the box if you would like to withhold directory information.

DO NOT RELEASE ANY DIRECTORY INFORMATION

STUDENT INFORMATION RELEASE

At registration, Corban University asks all students to sign a Student Information Release form, allowing the University to release educational record information (i.e. scholarships, payments, grades, and social security numbers) to parents or other designated persons.

If a parent or another third party requests information about a student, the Corban employee receiving the request should check with the Registrar to determine if there is a Student Information Release on file. If the student did not sign a release or if the person requesting information is not listed on the release form, the following steps must be taken before we may release the desired information.

1. Ask the student to sign a Student Information Release form allowing for release of information to the parent or other person requesting information. Release forms are available in Financial Services or the Office of the Registrar.
2. If the parent of a dependent student requests information and the student does not wish to sign a release, the parent must provide a notarized statement confirming the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152 and a copy of their most recent annual tax documents. Once dependent status is confirmed, student information may be released to the parent. A letter should be sent to the student informing them that dependency was verified and that we have provided the information requested by the parents.