

FERPA Release Form

The Family Educational Rights & Privacy Act



Financial Aid
Phone (361) 572-6415

Admissions
Phone (361) 573-3291

Business Office
Phone (361) 573-3291

Please note that this release will **not** be accepted via fax, email or mail, it must be submitted in person with a photo ID

LAST	FIRST	MI	Student ID	Date of Birth
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Street	Apt.	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email
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I give permission for Victoria College to release all records listed to the recipient(s) list below.

Student Signature	Date
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AUTHORIZATION TO RELEASE EDUCATION INFORMATION

- ☐ **ALL RECORDS**
- ☐ **Payment Center-** Includes tuition & fee balances, financial aid holds, mailing & billing address, payment plans, accounting statements, collections information & debt information. Please note, dollar amounts cannot be discussed over the phone.
- ☐ **Admission-** Includes date of application, program selection, documents received, documents pending, date of admission, admission status and conditions of admission.
- ☐ **Registration-** Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended & mailing address information.
- ☐ **Academic Records-** Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award & degrees awarded.
- ☐ **Financial Aid-** Includes all general financial aid information. Please note, dollar amounts cannot be discussed over the phone.
- ☐ **Key Center Membership/ Club Activities etc.**
- ☐ **Testing**

PLEASE PRINT CLEARLY

(P=Parent, G= Guardian, S=Spouse, O= Other)

<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel	Name _____	Relationship (circle one) P G S O
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel	Name _____	Relationship (circle one) P G S O
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel	Name _____	Relationship (circle one) P G S O
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel	Name _____	Relationship (circle one) P G S O

SPAIDEN – Additional Identification Tab