



## Release of Information Form

Financial Aid • Admissions • Advising • Business • Registrar • Work Study

**FERPA guidelines, Heritage University may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as "Directory Information." This is notification that I do not want to be included in Heritage University Directory Information and that my education records should not be disclosed without my written consent, except as required by law.**

STUDENT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ Student ID: \_\_\_\_\_

If you are granting permission for our office(s) to discuss your status with other designees, please complete this form and return it to the Student Services Office. **IF YOU DO NOT RETURN THIS FORM TO HERITAGE UNIVERSITY, WE WILL NOT DISCUSS YOUR APPLICATION OR EMPLOYMENT STATUS WITH ANYONE OTHER THAN YOU.**

**Initial each that apply**

- Admissions/Advising Center** – Registration and degree advising, etc.
- Financial Aid** – File status, award types and amounts, disbursement status, etc.
- Billing** – Student financial information (tuition, fees, payments, check availability, etc.).
- Registrar** – Student records information (transcripts).
- Work Study** – Employment information (pay rate, start/end dates, job title, employer, supervisor name, etc.).
- This release is in effect from \_\_\_\_\_ to \_\_\_\_\_
- This release is in effect as long as I am a student at Heritage University

I hereby give Heritage University Staff permission to discuss my files with:

<i>Print name(s)</i>	<i>Relationship to student</i>
<i>Signature of Student</i>	<i>Date</i>

**Signed in the presence of:** \_\_\_\_\_  
*(Heritage University Employee— cannot be family member)*

**Or Notary Public:**

Registrar's Office Use Only:

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Entered in EX     
  Date of PF Entry     
  FA Staff Member Initials