

Office of the Registrar
Student Information Release Authorization

Northwest Florida state College
10 College Blvd Niceville, FL 32578
850-729-4901



In compliance with the federal *Family Educational and Privacy Act of 197* and the Regents' Policy of Access to and Release of Student Educational Records, Northwest Florida State College is prohibited from providing certain information contained in your records to a third party. This includes but is not limited to: information on grades, billing, tuition and fee assessments, financial aid including scholarships, grants, work-study, or loan amounts or other student information. This restriction applies, but not limited, to your parents, your spouse, or a third party sponsor.

You may, grant NWFSC permission to release information about your student records to a third party by submitting a completed *Student Information Release Authorization* form. You must complete a separate form for each third party for whom you wish to grant access to information on your student records.

NOTE: *It is NWFSC policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via email. Please allow 7 working days to be processed.*

This information release authorization is intended for use only by the offices listed below: Submit your completed *Student Information Release Authorization* form the address given below:

Office of the Registrar
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A. STUDENT INFORMATION

Name (Last, First, Middle initial)	Student ID number
Current Address	Daytime phone

B. THIRD-PARTY DESIGNEE

Name (Last, First, MI)	SSN (Last digits)
Current address (street, PO Box, Apt, City, State, Zip)	Daytime phone
Relation to student	Email address

Information types allowed (check all boxes that apply to grant authorization)

- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information.
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity.
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress.
- College-maintained loan disbursements, billing and repayment history (including credit reporting history) communication history and balances.
- Access to the student records maintained by the Office of the Registrar and the Office of Student Finance

PLEASE CHOOSE

- This is a one-time authorization for release of the specified records
- authorize the release of specified records to the above named individual while I am enrolled at NWFSC, unless I rescind this consent order in writing.

C. CERTIFICATION

STUDENT'S SIGNATURE	DATE
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