



**RELEASE OF INFORMATION**

Financial Aid and Scholarships  
201 South 1460 East, Room 105  
Salt Lake City, Utah, 84112-9055  
OFFICE (801) 581-6211; FAX (801) 585-6350

**STUDENT'S NAME:** \_\_\_\_\_

**STUDENT ID#:** \_\_\_\_\_

**FERPA NOTICE:**

The Family Educational Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, governs the release of records maintained by an institution of higher education and access to student records, including requests for information from parents, guardians, spouses, or others as designated by the student. Generally, without a student's written consent, the University of Utah may not disclose information from a student's educational records. For additional information regarding FERPA, please see the Student handbook located on the Web at: <http://www.acs.utah.edu/sched/handbook/toc.htm>.

Students who want to allow information released to individuals, must complete this declaration form providing a standing release to the University to disclose educational information.

I, \_\_\_\_\_, give the University of Utah Financial Aid and Scholarships office and Income Accounting and Student Loan Services permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/tuition information to the individuals listed below with the appropriate PIN. I also understand that no dollar amounts will be disclosed over the phone and/or via email, and that picture ID is **REQUIRED** when any information is requested in person at the Financial Aid and Scholarships office or at Income Accounting and Student Loan Services.

I also understand by authorizing communication to the email accounts listed below, I do so at my own risk and the University of Utah and the Financial Aid and Scholarships office and Income Accounting and Student Loan Services are not responsible for the security of the information.

Release information to the following individual(s):

<u>NAME:</u>	<u>RELATIONSHIP:</u>	<u>EMAIL:</u> (Optional)
_____	SELF	— UMAIL —
_____	_____	_____
_____	_____	_____
_____	_____	_____

When contacting the Financial Aid and Scholarships office to inquire about specific financial aid and scholarship information, the individual identified above will provide the following Personal Identification Number (PIN):

\_\_\_\_\_  
*(PIN may be letters and/or numbers; 20 character maximum length)*

**(Information on this form supercedes all previous Release of Information Forms)**

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESSED BY:** \_\_\_\_\_  
*(Financial Aid Officer)*

**IF YOU ARE NOT COMPLETING THIS FORM IN THE PRESENCE OF  
A UNIVERSITY OF UTAH FINANCIAL AID OFFICER THIS FORM MUST BE NOTARIZED.  
THE ORIGINAL NOTARIZED FORM MUST BE SUBMITTED TO  
FINANCIAL AID AND SCHOLARSHIPS IN ORDER TO BE VALID.**

**NOTARY SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_