



FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) RELEASE

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education, financial and academic records. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Instructions: STUDENTS COMPLETE PART A OR PARENT(S)/GUARDIAN(S) COMPLETE PART B. Return the completed form to The Office of the Bursar, Fenwick Place Suite 8, 3800 Victory Parkway, Cincinnati, OH 45207-3361.

PART A - TO BE COMPLETED BY THE STUDENT

If you want to authorize Xavier University to give out financial and education information to the below named person(s), please complete Part A, sign, and return this form to the Office of the Bursar listed above in the instructions.

Student Disclosure and Release of Information

I understand that any and all personally identifiable information concerning my financial and education records is protected under FERPA. I further understand that I may waive that protection and give access to my financial and education records to individuals of my choice. This release allows the below named individual(s) to access financial and education information from records maintained only by the **Office of the Bursar**, the **Office of Student Life**, and the **Office of Financial Aid**.

I agree to waive my rights under FERPA and allow the below-named person(s) to receive access to my financial and education records.

NAME (First, Middle Initial, & Last Name) Please Print Clearly RELATIONSHIP TO STUDENT

I acknowledge that this release is valid during my academic career at Xavier University. By signing this release, I authorize Xavier University to release any and all financial and education information to the person(s) listed above. I understand that I can revoke this release at any time by notifying Xavier University in writing.

Student Name - Please Print _____ Student Signature _____ Student ID # _____ Date _____

Check this box if this form supercedes all of your previously submitted FERPA forms.

OR

PART B - TO BE COMPLETED BY THE PARENT/GUARDIAN

In lieu of a student's signed release, the parent or guardian must complete Part B of this form and attach **a signed copy** of their **2010** Federal Income Tax Return to certify that the student is their dependent according to Section 152 of the Internal Revenue Code. Part B is valid for only the current academic year. Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's financial and education records.

In order to gain access to my son/daughter's financial and education records, I certify that I am the parent(s)/guardian(s) of (please print) _____ with Student ID# _____ and that s/he is a dependent according to Section 152 of the Internal Revenue Code.

Parent/Guardian Signature _____ Parent/Guardian Name - Please Print _____

Date _____ Parent/Guardian Address: _____

Note to Parents/Guardians: If your child is not a dependent as defined by IRS standards, we will only be able to release information about his/her financial and education records if s/he completes **Part A** of this form. In the case of divorce or separation where only one parent claims the child as a dependent, Xavier University grants equal access to financial and education records to the other parent if the information is completed in **Part B**. Exceptions to this rule include a court order or legally binding document stating otherwise or if the parent who did not file the FAFSA requests financial aid information.