





HOLY NAMES  
UNIVERSITY  
*Since 1868*

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student records. In compliance with FERPA, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parent(s)/legal guardian(s), your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student financial records to a third party by submitting a completed **FERPA Student Consent to Release Financial Information form**. Third parties to whom you grant access to obtain information on your student financial records must be named on the release and given a FERPA PIN determined by you that they will use to identify themselves when gaining access to these records. The specified information may be made available only if requested by the authorized third party. The University does not automatically send information to a third party unless requested to do so by law or agreement.

More info related to FERPA at HNU is available in the Student Handbook or online at [www.hnu.edu](http://www.hnu.edu)

**INSTRUCTIONS:** To grant access to your financial records housed in any of the offices named on this form to another person, complete the FERPA Student Consent to Release Financial Information form and submit it to the HNU Student Accounts Office with a valid photo ID. If you are not able to present the form and ID in person, you must have the form and ID notarized and then submit all documents to the Student Accounts Office.

Please note that your authorization to release information will expire upon graduation or after you cease to be a student at HNU, however, you may revoke your authorization at any time by sending a written request to the Student Accounts Office.