

Southwest Texas Junior College Consent to Release Student Information



Student Name (PRINT): _____

SWTJC ID: _____

Any information on your student account such as financial and non-directory educational is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). FERPA is also known as the Buckley amendment, Statute 20 U.S.C. 1232 (g), regulations 34 CFR Part 99. Without authorization, we cannot release any information to another person. This form will allow the specified office(s) to release specific information about you to the individual(s) you designated below.

By choosing the designated options, I authorize Southwest Texas Junior College to release information regarding my account:

Student Information	Options	Description
Business Office	B	<ul style="list-style-type: none"> • Account balance, charges and credits • Past due balances • Third party sponsorship • 1098T
Financial Aid	F	<ul style="list-style-type: none"> • Financial Aid application • Award information • Missing documents
Academic Records	A	<ul style="list-style-type: none"> • Student enrollment • Veteran's benefits • Academic records <ul style="list-style-type: none"> ○ Grades ○ Schedule

Please circle the appropriate box(es) for each person you wish to have access to the above information on your account. This form does not authorize any third party to access a student's online account. If you seek to release only very specific information, please check here and attach a letter with the specific request.

Letter Attached

Options			Name	Relationship	Phone Number	Address City, State, Zip
B	F	A				
B	F	A				
B	F	A				

Student Signature: _____

Date: _____

Witness Signature (SWTJC Personnel): _____

Date: _____

**Student and SWTJC representative must be present at time of signature.
Any form received pre-signed will not be valid**

Forms will only be valid for one academic year