



Authorization to Release Financial Information

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 3
Fax: (818) 677-4911
Mail Code: 8214

The **Family Educational Rights and Privacy Act (FERPA) of 1974** is designed to protect the privacy of a student's educational records. These confidential records include financial aid, scholarship and billing/account information, and will not be released without written consent from the student.

By signing this form, I authorize Financial Services to discuss confidential account information for the purposes of understanding and meeting University related financial obligations with the person(s) listed on this form. I understand that the person(s) listed on this form will have access via telephone, fax, or by U.S. and electronic mail to information that may include the following:

- My student account, including payments and charges posted to that account, financial aid balance checks, and any refund amounts I may have received.
- My financial aid and scholarship award types and amounts.
- My housing and meal plan charges, which may include amounts owed as well as amounts paid.
- Any other unpaid bills that are owed to the University.

I. RELEASE INFORMATION TO THE FOLLOWING PERSON:

Name: _____ Relationship to Subject: _____

Address: _____

This authorization will remain in effect until revoked in writing by the student or until the end of the academic year _____. Forms should be submitted in person to University Cash Services, Bayramian Hall. Picture identification required.

II. STUDENT SIGNATURES:

Student Signature: _____ Student ID #: _____

Print Student Name: _____ Date: _____

Verified by (UCS Staff Name): _____ Date: _____

Forms not submitted to University Cash Services in person, must be originals, notarized, and mailed to:

UNIVERSITY CASH SERVICES
18111 Nordhoff Street
Northridge, CA 91330-8214

NOTARY INFORMATION:

State of: _____ County of: _____ Place Notary Stamp Below:

Date: _____ Commission Expires: _____

Signature of Notary Public: _____