



FERPA
AUTHORIZATION TO RELEASE
FINANCIAL AID INFORMATION/PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student’s education records. Education records include student account and financial aid records which are considered confidential and will not be released without written consent from the student. In accordance with FERPA, it is necessary for Student Financial Services at Oklahoma City University to obtain written consent from the student in order to release any financial aid or student account information to a third party.

How can parents obtain student financial record information?

- 1. The quickest, easiest way for parents to receive information about their son's or daughter's grades, financial statement, or other student information is for the student to provide it. Students can look up information online and provide a copy to their parents. Student records are available at the student self-service website - <https://bluelink.okcu.edu> . Students may also set up a guest login to the Student Account Suite at the web site: https://secure.touchnet.com/C20157_tsa/web/login.jsp.
- 2. Alternatively, this form allows the individual(s) below, named by the student, to obtain student financial record information directly from university officials if the student consents to such access.

***NOTE: Authorized person(s) will be required to identify themselves with a phone password before university officials may discuss student financial records over the phone. If forgotten or lost, passwords will not be disclosed or shared by the Student Financial Services Office. Individuals must contact the student for password information or a new authorization form will need to be completed by student for a password reset.**

- _____ / ____/____
Print Name - Parent 1 (CIRCLE ONE: father /mother/stepparent) Date of Birth

- _____ / ____/____
Print Name - Parent 2 (CIRCLE ONE: father /mother/stepparent) Date of Birth

- _____ / ____/____
Print Name – (CIRCLE ONE: Legal Guardian/Other _____) Date of Birth

Phone Password _____
(Use same password for all authorized persons)

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Release of Student Account and Financial Aid Information:

I authorize OCU Student Financial Services (SFS) to release any information regarding my OCU student account, financial aid, and scholarship packages to the parties listed on the other side of this page and waive my right to confidentiality of my OCU student account and financial aid packages. (Does NOT allow release of grades or GPA information)

I understand that this Release shall remain in effect FOR THE DURATION OF MY ENROLLMENT AT OCU. I may, in writing to the Student Financial Services Office, rescind or modify this Release at any time. Information requested under this release may be mailed to my permanent address of record, obtained in person by me or the authorized individual(s), or provided via telephone upon presentation of password.

Student Name (print): _____ ID: _____

Student Signature: _____ Date: _____

THIS COMPLETED FORM SHOULD BE RETURNED IN PERSON ONLY (WITH ID), TO STUDENT FINANCIAL SERVICES

Type of Photo ID Presented: Driver's License OCU Student ID Passport (country) _____

Financial Aid Signature: _____ Date: _____

**If not delivering in person, the following section must be completed by a Notary Public and mailed to the address at the bottom of this form:*

State of _____ County of _____

On this _____ day of _____, 20____, _____ personally appeared before me whose identity I proved on the basis of _____, to be the signer of the above instrument.

Notary Public _____

My Commission number: _____

Residing at _____

My Commission expires: _____

Seal or stamp: _____