

FERPA Consent To Release Student Financial Information

Name of Student (Last, First, Middle Initial):

U Number:

Date:

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- I, the above named student, do hereby authorize the University of Memphis ("University") and/or its employees to release to the below named recipient(s) my **student account information, loan information, financial aid information, and/or information** as described below.
 - I acknowledge that I may revoke this "Consent to Release Student Financial Information" **in writing** at any time by sending such authorization to University & Student Business Services ("USBS") with which I filed the original "consent to release".
 - I acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law.
 - I acknowledge that the information may be released to the below named recipient(s) in any form of communication, including but not limited to: email, telephone, facsimile, or mail.

Name(s) of recipient(s) to whom access of my records may be provided:

Address(es) of recipient(s) to whom access of my records may be provided:

Relationship to Student:

Purpose of Disclosure:

Records To Be Released:

Student's Signature

Date

Signature of Parent or Guardian (if under 18)

Date

Instructions for completing this form

- The form must be fully completed and signed by the student. Records will not be released if this form is not filled out entirely. **You must submit a copy of your photo ID with this form.**
- The completed form should be submitted to the USBS in Wilder Tower 115; emailed to UMDebt@memphis.edu; faxed to the USBS at 901.678.0288; or mailed to USBS, The University of Memphis, 115 Wilder Tower, Memphis, TN 38152. Questions about this form may be directed to UMDebt@memphis.edu or the USBS at 901.678.2712.
- If this form accompanies another form needing completion, complete and sign any student required sections prior to submitting.

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

Note: while this form authorizes the University to release education records to third parties, it does not obligate the University to act. The University reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, visit the University's FERPA Information page at <https://www.memphis.edu/registrar/students/records/ferpa-annual.php>.