

Authorization To Release Information

Student Name _____ Student ID _____

In accordance with FERPA and the Gramm-Leach-Bliley Act the William Penn University may disclose to an authorized third party information from the education records of a student, provided the University has on file written consent of the student. Please provide the names, relationship, and a specific passcode for those persons you consent to be given such authorization. **Until changed by the student, this authorization will remain in effect.** Any changes shall be made by filling out a new release form in the Office of the Registrar.

IMPORTANT TO KNOW: Unless a person is listed on this release, we will not be able to discuss anything with them. For example, if your parent/spouse calls to pay on your bill, we will not be able to discuss your account with them, even to accept that payment. If you want another person to have access to any of your information, you **MUST** fill out the authorization below completely. That person will need to know the passcode (which can be a word, a phrase, or a combination of numbers and letters) that you have assigned to him/her in order to talk with a WPU representative.

TYPES OF INFORMATION TO RELEASE

General Information

Includes all following groups of information.

Admissions / Billing / Financial Aid

Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status, and conditions of admission. Also includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, and collections and debt information. And includes, general financial aid information.

Academics

Includes courses taken, grades earned (mid-term or final), GPA, academic progress, transfer credit awarded, and residency status in a given term.

Athletics /Medical

Includes protected health information only to necessary parties by Sports Medicine Staff, along with general academic and demographic information.

Social

Includes Residence Life housing assignment information, fines/damages/disciplinary actions related to Residence Life policies, fines/disciplinary actions related to conduct policies, Judicial Board findings, Campus Safety incident reports.

Designated Third Party

I authorize WPU to disclose any non-directory information to designated third parties listed below.

	Full Name	Relationship to Student	Passcode	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Student Signature

Date