



**FORT HAYS STATE
UNIVERSITY**

Financial Assistance Office
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600 Park Street Toll-free 1-800-628-FHSU
Hays, KS 67601 FAX (785) 628-4014
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Release of Information Authorization

Section A: Authorization

The Family Educational Rights and Privacy Act (FERPA) requires the Financial Assistance Office to release detailed information only to the student. The student may, however, authorize another person to obtain their personal information by completing this form. The named person will have the ability to access the student's personal information.

I, _____, hereby waive my rights under the Family Educational Rights and Privacy Act (FERPA) by authorizing the FHSU Financial Assistance Office to share any requested information concerning my financial aid file and other "non-directory" information to the following person:

Name (Printed)

Social Security Number

_____ - _____ - _____

I also understand this authorization will remain in effect until it is canceled in writing or by completion of Section B below.

Student Signature

Social Security Number

Date

Section B: Cancellation

(Complete this section to cancel your Release of Information Authorization.)

I hereby cancel the Release of Information Authorization for the person indicated above.

Student Signature

Date

General Policy

Release of Information

All records and conversations between an aid applicant, his/her family and the FAO staff are confidential and entitled to the same protection ordinarily given in a counseling relationship. FHSU assures the confidentiality of student educational records in accordance with university rules, state and federal law including Family Educational Rights and Privacy Act of 1974.

Generally, all currently enrolled and former students have the right to review their records or receive personal information when proper identification is provided. All students are encouraged to review the university's [Privacy Rights and Notification of Rights](#) statement. With regard to financial assistance information, parents of dependent students can also receive information if they are listed as a parent and their Social Security number is provided on the Free Application for Federal Student Aid.

Requests for personal information protected by FERPA via phone or e-mail can be given when the identity of the requester can be verified and the requester is entitled to receive such information. All phone and e-mail requests for information will be required to provide the Social Security number of the applicant and the date of birth. In addition, parents seeking to receive information will have their identity verified by their own SSN as provided on the Free Application for Federal Student Aid (FAFSA). Parents whose SSN is not listed on the dependent student's application will not be given access to information.

Students who wish to designate another person, such as a spouse, to receive information must complete a [Release of Information Authorization](#) form and return it to the FAO. All authorizations will remain in effect until the student cancels the authorization in writing.