

Fort Hays State University
Student Fiscal Services office
Authorization to Release Student Account Information Policy

The financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act 1974 (FERPA) as amended “Buckley Amendment,” and the Gramm-Leach Bliley Act (GLB Act, Sec 16CFR Part 314). Therefore, the Student Fiscal Services office cannot release student account information to another person without your written authorization. (This includes parents, spouses, guardians and/or persons with a legitimate business need to know.)

The Student Account Information Release Form may be found on TigerTracks, by selecting the Online Services tab. By submitting this form you are authorizing the Student Fiscal Services office to release specific account information to the person(s) you designate.

Student financial information which may be provided to authorized individuals may include but is not limited to: account balance, charges and credits appearing on account, payment plan, third party sponsorship, Perkins loan program, 1098T, receipt requests, questions regarding past due balances, or other relevant account records and information.

The completed Student Account Information Release form must be on file with the Student Fiscal Services Office before information may be released to anyone other than the student.

In order to access student account information, the authorized individual will be required to provide the Authorization Password (created by the account holder), as well as the students FHSU ID#. It is the student’s responsibility to provide the authorization password to authorized person(s).

The authorization will remain in effect until revoked in writing by the student.