



TRINITY BIBLE COLLEGE

FERPA RELEASE FORM

Name: _____ Student ID Number: _____

In accordance with the Family Educational Rights and Privacy Act (FERPA), Trinity Bible College withholds personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information (described below) may be disclosed to the public. However, private information, such as grades, class schedules, student account information, and financial aid awards, may not be released without express consent from the student. Signing this form provides such consent, according to the information designated for release and to whom it will be released.

I, (the undersigned), hereby authorize Trinity Bible College to release the following educational records, upon request, to the persons listed below, for the purposes of keeping them informed regarding my education at Trinity Bible College.

Please initial all that apply:

- » _____ All financial records in the Student Accounts office
- » _____ All financial aid information
- » _____ All academic records
- » _____ All records in the Student Life office

Person(s) to whom information may be released:

Name: _____	Relationship to you: _____
Name: _____	Relationship to you: _____
Name: _____	Relationship to you: _____

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the information. I understand that this release remains in effect unless I revoke such consent in writing and revocation is delivered to the institution.

Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform the institution not to release this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

Schools may disclose, without consent, directory information. The primary purpose of directory information is to allow Trinity Bible College to include this type of information from your educational records in certain school written and online publications. Examples include: a playbill, showing your role in a drama production, Dean's List or other recognition lists, graduation programs, and sports activity sheets showing weight and height of team members. "Directory Information" as described by Trinity Bible College includes:

- » Student's name
- » Address
- » Telephone listing
- » Electronic mail address
- » Photographs
- » Date and place of birth
- » Major field of study
- » Dates of attendance
- » Grade level
- » Participation in officially recognized activities and weight and height of members of athletic teams
- » Degrees, honors, and awards received
- » The most recent educational agency or institution attended

*If you **do not** want TBC to disclose directory information without your prior written consent, you **must** fill out a **FERPA Non-Release** form in the Academic Records Office within 15 days of the first day of classes. This will be considered valid and will remain in effect until it is countermanded, in writing, as long as you are an eligible student. You may also fill out the **FERPA Release** form for other parties to have access to non-directory information.*

Signed: _____ Date: _____

Electronic copy housed in Academic Records. Original housed in Student Life. Entered into Empower by: _____ Date: _____