

Lewis & Clark

Student Financial Services
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Portland, Oregon 97219-7899
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Authorization to Release Financial Aid Information 2011-2012

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, the disclosure of personally identifiable information from a student's education records to anyone other than the student is prohibited unless written consent is given by the student. Exceptions to the requirement for written consent include disclosures to school officials with legitimate interest in the student's information; disclosures to government agencies for audit, evaluation, and enforcement purposes; and disclosures in response to subpoenas or court orders.

Financial aid information, which is created and maintained by the Office of Student Financial Services, is covered under this law. Examples of information related to financial aid that are covered by this act include, but are not limited to, the following:

- Financial aid applications
- Documents used for verification
- Documentation of Lewis & Clark's professional judgment decisions
- Satisfactory Academic Progress documentation
- Entrance and exit counseling records
- Federal Work-Study payroll records
- Records relating to eligibility and disbursement of federal student aid funds

To release any financial aid information to a third party (including parents and/or spouse), the Office of Student Financial Services must have written permission from the student. Please complete and sign the statement below if you wish to authorize Lewis & Clark to provide financial aid information upon request to the person(s) indicated. You may update or revoke this authorization at any time during the academic year by submitting such a request in writing to Student Financial Services.

I authorize the Office of Student Financial Services at Lewis & Clark College to release information contained in my financial aid file to the following person(s):

Name (please print)

Relationship (please print)

_____	_____
_____	_____
_____	_____

Student name _____ LC ID# _____

Student signature _____ Date _____