

WILLIAM CAREY UNIVERSITY

AUTHORIZATION TO DISCLOSE INFORMATION TO THIRD PARTY (PARENTS/GUARDIANS/OTHERS)

William Carey University (WCU) is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students the rights of access to financial and educational records and imposes regulations on the university in the release and disclosure of these records to third parties. The university will not ordinarily release students' records to any person or outside agency without the written consent of the student. Students wishing to give their parents or others access to their academic and financial records may complete the form below. The original copy of this document must be sent to the Office of the Registrar for inclusion in the student's file.

In accordance with FERPA, William Carey University will disclose to a third party information from the financial and academic records of the student, provided the university has on file the written consent of the student. Please sign below, and return to the Office of the Registrar if you consent to the university to release to your parent(s)/guardian/third party your financial and academic records.

Name of student _____ ID# _____
(please print)

Name(s) and address(s) of parent(s)/guardian/third party to whom records may be released:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Student's Phone No. _____ Cell Phone No. _____

(Form must be signed by the student in the presence of a WCU Registrar's Office official. As an alternative, the student may mail the completed form along with a copy of photo ID (e.g., WCU Student ID Card or Driver's License) to the Registrar's Office.)

Student's signature: _____ Date: _____
Witness's signature: _____ Date: _____

This release will be in effect unless rescinded in writing by the student.