2017– 2018
AUTHORIZATION TO RELEASE INFORMATION
(FERPA)

Practices and policies regarding access to and the release of student records are in accordance with the provisions of the Family Educational and Privacy Act of 1974. The Act sets out to protect the privacy of students and is applicable to parents as well as others if the student is over 18 years of age or is enrolled at a postsecondary educational institution. Under the provisions of the Act, no personally identifiable information other than "directory information" may be released unless the student gives his/her written authorization, or information may be released to a parent if the parent establishes that the student is a dependent for federal tax purposes as defined in Section 152 of the Internal Revenue Code of 1954.

The College will release information to parents or others eligible under the law if the appropriate form, properly executed, is filed with the Office of Student Financial Aid, 2404 N. Grand Avenue, Tyler, Texas 75702.

Please check here:

_____ I hereby waive my rights under the Family Educational Rights and Privacy Act (FERPA) by authorizing the Financial Aid Office at Texas College the right to release or discuss financial aid information and other non-directory information to parties (parents, employer, high schools, and scholarship agencies) listed below:

Name	***Relationship to me***
(Please Print; Information will not be release if we cannot read the individual or organization's name.)	
_____	_____
_____	_____
_____	_____

For Student's Use Only

This is to attest that I am the student signing this form. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization.

_____ _____
Student's Name (Print) Texas College ID

_____ _____
Student's Signature *(Only the student can sign)* Date

_____ _____
E-mail Phone number

Notice of Non-Discrimination

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2243 office, (903)526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903)593-4277 fax.