



AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

Under FERPA, a school may not disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. The Institute maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the Institute upon request, in accordance with existing law.

- I do not give anyone authorization to my educational records (sign and date below).
- I voluntarily authorize Commonwealth Institute of Funeral Service permission to release selected items below to the individual(s) listed below:

- All Records**
- Accounting-** (examples: tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information)
- Academic Records-** (examples: date of application, date of admission, dates of enrollment activity, enrollment status, residency status, quarters attended, grades received, GPA, academic progress, transfer credit awarded, degrees awarded and mailing address information)
- Financial Aid-** (examples: all general financial aid information)

Individual(s) to whom the Institute may disclose the above information:

(Print Name)

(Print Name)

(Print Name)

This is to attest that I am the student signing this form. I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing.

Student Name (please print)

Date

Student Signature