



# STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the Family Educational Rights and Privacy Act of 1974 the University of St. Thomas is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University of St. Thomas permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student financial aid records.

Please provide the following information:

Student Information	
Student Name	UST ID #

Third Party Designee			
Name	SSN (Last 4 digits only)	Phone #	
Street Address	City	State	Zip Code
Relation to student	Email Address		

**By signing this release, you grant the above named party access to the following records:**

- Billing statements, charges, credits, payments, past due amounts
- Academic progress for financial aid
- Financial aid awards, student application data, disbursements, eligibility

Please note that by completing this form, you are granting permission to employees of the University of St. Thomas to release personally identifiable information from your financial aid educational records to the third party listed above. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party. This authorization has *no expiration date*; however, you may revoke your authorization in writing at any time.

Student Signature	Date
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Mail or fax this authorization to:  
University of St. Thomas  
Business Office - AQU 116  
2115 Summit Avenue  
St. Paul, MN 55105  
651-962-6600 / Fax: 651-962-6630

You may revoke your authorization at any time by sending a written request to the same address.