



STUDENT INFORMATION RELEASE AUTHORIZATION STUDENT ACCOUNT & BILLING

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 and other student record information. This restriction includes, 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 account and billing records.

Please provide the following information:

Student Information	
Student Name	UST ID #

Third Party Designee			
Organization		Contact Name	
Street Address	City	State	Zip Code
Phone #	Email Address		

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

- Student account information including billing statements, charges, credits, payments, past due amounts
- Enrollment and course information
- Financial aid disbursements

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 student account records to the third party listed above. The specified information will be made available only if requested by the authorized 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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Return this authorization form to:

University of St. Thomas
Business Office - Mail 5002
2115 Summit Avenue, St. Paul, MN 55105-1096

email: busoffice@stthomas.edu

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