



BUSINESS OFFICE RECORD RELEASE FORM

You may release records covered by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) to a third party by completing this form and sending it to the Student Accounts Business Office at St. Thomas University (16401 NW 37th Avenue, Miami Gardens, FL 33054). This form must be completed before the university can release information to anyone including your parents, spouse, or sponsor. If you choose to revoke previously granted authorization, you must send a signed written request to the Student Accounts Business Office.

Student Information

Printed Name: _____

Student ID#: Social Security#: _____ - _____ - _____

Mail Address: _____

Daytime Phone Number: _____

Third Party granted access to financial records:

Printed Name: _____

Relation: _____ Daytime Phone Number: _____

Mail Address: _____

Certification:

I authorize access to the indicated student record information by the above third party. This authorization does not permit the third party to make changes to the Student record.

Student

Signature: _____ Date: _____

Received

by: _____ Date: _____