



FERPA Student Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and the Regents' Policy on Access to and Release of Student Education Records, the New York Academy of Art is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fee 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 New York Academy of Art 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 records. The specified information will be made available only if requested by the authorized third party. The New York Academy of Art does not automatically send information to a third party.

Submit your completed form to Registrar, New York Academy of Art, 111 Franklin Street, New York, NY 10013. Please note that your authorization to release information has *no expiration date*: however, you may revoke your authorization at anytime by sending a written request to the same address. **NOTE:** For the third-party designee you name on this form, this release overrides any and all FERPA directory suppression information that you have set up in your student records. However, it is New York Academy of Art policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone.

This information release authorization is intended for use only by the academic and financial offices of the New York Academy of Art, including, but is not limited, to Academic Affairs, Bursar, Continuing Studies, Financial Aid, Library, Provost, Registrar and Student Affairs.

A. Student Information

Name _____
Last, First, Middle

Email _____ Daytime Phone _____

Current Mailing Address _____
Street/PO, Apt

City, State/Province, Zip

Country

B. Third-party Designee

Name _____

Last, First, Middle

Relationship to Student _____

Daytime Phone _____

Email address _____

Current Mailing Address _____

Street/PO, Apt

City, State/Province, Zip

Country

C. Information Types Allowed (Check one or more of the boxes below to grant authorization)

- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application dates, disbursements, eligibility, and/or financial aid satisfactory academic progress
- New York Academy of Art maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity
- Access to student records maintained by the Bursar, Registrar, Financial Aid, including all of the above examples
- Other _____

D. Authorization

Signature of Student or Legal Guardian

Date

E. Revoke Authorization (To revoke a prior Authorization to Release only)

By signing below, I hereby revoke any prior authorization for the New York Academy of Art to disclose my educational record information with the individual listed above, effective immediately.

Signature of Student or Legal Guardian

Date