

Student Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974*, the College is prohibited from disclosing certain information in your education record, such as grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) to a third party without your prior consent. This restriction applies, but is not limited to, your parents, your spouse, or sponsor.

You may, at your discretion, grant the College permission to release information from your education records to a third party by submitting a completed Student Information Release Authorization form. You must complete a separate form for each third party to whom you wish to grant access to your education record information. The specified information will be made available only upon request by the authorized third party.

Student Information:

_____	_____	_____	
Last Name	First name	Student ID#	
_____	_____	_____	_____
Current Address (Street/PO, Apt)	City	State	Zip Code

Third Party Designee:

_____	_____	_____	
Organization Name (If applicable)	Last Name	First Name	
_____	_____	_____	_____
Current Address (Street/PO, Apt)	City	State	Zip Code

Education record information to be released: (Check one or more below to grant authorization)

- Official or unofficial college transcript
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- Access to student records maintained by the Academic Records Office, Student Payment, and Financial Aid, including all of the above examples
- Other, please specify: _____

Return the completed form:

Hand delivery:

Student Central-B202

Mail delivery:

Bunker Hill Community College
Academic Records
250 New Rutherford Avenue
Boston, MA 02129

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