

CAMPBELL UNIVERSITY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INFORMATION DISCLOSURE CONSENT

Student Name: _____ **University ID:** _____

The Family Educational Rights and Privacy Act (FERPA) is a federal Law that protects the privacy of student education records. The University may disclose, without consent, "directory" information such as a student's name, local address, telephone number, honors and awards, dates of attendance and other data specified in the University's FERPA Policy. Students who do not want directory information released may contact the Registrar's Office at registrar@campbell.edu or visit the Registrar's Office on the first floor of the JA Campbell Administration Building at 143 Main Street, Buies Creek, NC 27506.

The University must have written permission from a student in order to disclose non-directory information (such as grades or financial information) from the student's education records. However, FERPA allows disclosure of records without consent to certain parties under certain conditions. More information about FERPA and Campbell University is available at: <https://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/>

Note: Access to student financial account information can also be granted by adding an Authorized user in your TouchNet account. Additional information regarding authorization of users in TouchNet is available at: <https://www.campbell.edu/bursars-office/student-resources/tutorials/> or by clicking [here](#).

By signing this document, I am giving or revoking consent for Campbell University officials to discuss the contents of my academic records (including courses, grades, and degree progress), financial records (including student account information and financial aid), student discipline records or other records with the person(s) or entities identified below. I further authorize officers, employees, and agents of Campbell University to discuss the specified records and any related information with the recipient(s) identified below. This consent is effective as to any disclosure by an officer, employee, or agent of Campbell University until such officer, employee or agent receives written notice of revocation of this consent. I understand that I may revoke consent at any time by submission of a revocation. I understand that additional recipients can be identified by submission of additional forms. I understand a Summary of Records is provided on page 2; however, I may inquire with the Registrar's Office should I have questions regarding this form.

Individual or entity to whom I am granting or revoking access to my records:		
Name		
Relationship to Student		
Phone		
Email		
Academic Records	<input type="checkbox"/> Grant Consent <input type="checkbox"/> Revoke Consent	Purpose:
Financial Records	<input type="checkbox"/> Grant Consent <input type="checkbox"/> Revoke Consent	Purpose:
Student Discipline Records	<input type="checkbox"/> Grant Consent <input type="checkbox"/> Revoke Consent	Purpose:
Other (specify)	<input type="checkbox"/> Grant Consent <input type="checkbox"/> Revoke Consent _____ _____ _____	Purpose:

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INFORMATION DISCLOSURE CONSENT

This form must be completed by the student in person with photo identification at Campbell University in the presence of an appropriate staff member. If the student is unable to do so, this form may be notarized by a Notary Public and submitted by fax, email or mail to the office with which the student is directly interacting or the Office of the Registrar at 910-893-1260 (fax), registrar@campbell.edu, University Registrar Attn: FERPA Form, PO Box 367, Buies Creek, NC 27506.

Student Signature _____ **Date** _____

In-Person Verification:

Verified by: Staff Name: _____ **Phone:** _____

Staff Signature: _____ **Date:** _____

Signature indicates you have validated the student's identity via Campbell ID Card or government issued ID.

Have you entered the form in OnBase/Colleague? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary of Records:

Academic Records include grades/GPA, registration, student ID number, academic progress, enrollment status)

Financial Records include:

- Financial Aid Information (e.g., awards, application data, disbursements, eligibility, financial aid academic progress status)
- Student Account Information (e.g., billing statements, charges, credits, payments, past due amounts, collection activity)

Student Life Records include records maintained by Student Life such as discipline records.

The acknowledgment below should be completed by a Notary Public if the student is unable to complete an In-Person Verification at Campbell University.

ACKNOWLEDGMENT

State of _____, **County of** _____

I, _____, do hereby certify that _____ personally appeared before me this day and acknowledged to me that he or she signed the foregoing document.

Witness my hand and official seal this the _____ day of _____, 20____.

(Official Seal)

Official Signature of Notary Public

Notary Public Printed or Typed Name

My commission expires: _____