



# FERPA Release Form

The Family Educational Rights & Privacy Act

**Financial Aid**

Phone (361) 572-6415

**Admissions**

Phone (361) 485-6841

**Business Office**

Phone (361) 573-3291

Please note that this release will **NOT** be accepted via fax, email or mail. It must be submitted in person with a photo id.

**Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street/Apt City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I give permission for Victoria College to release all records listed to the recipient(s) listed below.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Authorization to Release Education Information**

- ALL RECORDS** – Everything listed in the below bullets
- Payment Center** – Includes tuition and fees balances, financial aid holds, mailing and billing address, payment plans, accounting statements, collections and debt information. Please note, dollar amounts cannot be discussed over the phone.
- Admissions** – Includes date of application, program selection, documents received, documents pending, date of admissions, admission status, and conditions of admission.
- Registration** – Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended, and mailing address information.
- Academic Records** – Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, and degrees awarded.
- Advising** – Includes adding and dropping courses to the semester.
- Financial Aid** – Includes all general financial aid information. Please note, dollar amounts cannot be discussed over the phone.
- KEY Center Membership, Club Activities, etc.**
- Testing**
- Other** – Please list: \_\_\_\_\_

**Please Print Clearly**

- |                                  |                              |             |
|----------------------------------|------------------------------|-------------|
| <input type="radio"/> Release to | <input type="radio"/> Cancel | Name: _____ |
| <input type="radio"/> Release to | <input type="radio"/> Cancel | Name: _____ |
| <input type="radio"/> Release to | <input type="radio"/> Cancel | Name: _____ |
| <input type="radio"/> Release to | <input type="radio"/> Cancel | Name: _____ |