



# 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

*This form must be either submitted in person with a valid ID or via email to [admissions@victoriacollege.edu](mailto:admissions@victoriacollege.edu) with a valid ID. The form will NOT be processed without an ID attached.*

**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**

(Please check all that apply)

- ALL RECORDS** – Everything listed in the below bullets
- Payment Center** – Includes tuition and fees balances, financial aid holds, mailing and billing address, payment plan information (payment plans must be signed by the student if over the age of 18), 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: _____ |