



# Enrollment Services

## Release of Information Request Form

In Compliance with the Federal Family Education Rights and Privacy Act of 1974, the University is prohibited from providing certain information from your student records to a third party such as billing, tuition and fees 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 University permission to release information about your student records to a third party by submitting a completed Release of Information Request Form. You must name 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 University does not automatically send information to a third party.

Submit your completed form to the address given below for your campus. Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the same address. **NOTE:** You must name each third party designee individually on this form. All FERPA directory suppression information that you have set up in your student record overrides this release.

Falcon ID: W \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle Initial)

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

TELEPHONE NUMBER: \_\_\_\_\_

I request the following release of information from my records at the University of Wisconsin-River Falls to:

\_\_\_\_\_  
(Name of person(s), Department, or Organization – Specify each relationship)

The following information may be released to the person(s), department or agency mentioned above.

(Specify all that apply)

- Current or past Financial Aid award information and Financial Aid Suspension information.
- Billing statements, charges, credits, payments, past due amounts, 1098T, refunds, and/or collection activity.
- University-maintained Perkins loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity.
- All of the above.

**This release has no expiration date. Send a written request to revoke this authorization at any time.**

I hereby authorize the release of the above information:

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Submit this form to the UWRF Enrollment Services  
215 North Hall ◻ 410 S. Third Street ◻ River Falls, WI 54022 ◻ (715) 425-3141