

STUDENT INFORMATION RELEASE AUTHORIZATION

Authorization form:

You are required to complete a form for each third party that you grant access to your academic, financial aid, and/or student finance file(s). Please note that your authorization to release information has no expiration date, however, you can submit a request, in writing, to cancel authorization at any time.

Directions:

In compliance with the federal Family Education Rights and Privacy Act (FERPA) of 1974, Mitchell Hamline School of Law is prohibited from providing certain information from your academic and/or financial aid record to a third party. This restriction applies, but is not limited to, your parents, your spouse, or a sponsor. You may grant Mitchell Hamline's Office of the Registrar, Student Accounts, and/or Financial Aid office permission to release information about your academic record and/or financial aid to a third party by submitting this completed Student Information Release form.

Section A - Student information:

Name: _____ Student ID # _____
 Address: _____ Phone Number: _____
 City, State, Zip: _____

Section B - Third Party Information:

Name: _____ Phone Number: _____
 Address: _____ City, State, Zip: _____
 Relationship to Student: _____

Certification: *I authorize the above third party, named in Section B, access to my (please check the appropriate box(es) to indicate the file permissions you authorize):*

- Academic File only*
- Financial Aid file only*
- Student Account/Finance file only*

This is for informational purposes only and does not permit the third party to make any changes.

Student Signature: _____ Date: _____

For more information:

Financial Aid Office | mitchellhamline.edu/financial-aid/ | finaid@mitchellhamline.edu
 Office of the Registrar | mitchellhamline.edu/registrar | registrar@mitchellhamline.edu
 Student Accounts | mitchellhamline.edu/student-finances | studentaccount@mitchellhamline.edu
 875 Summit Avenue Suite, 120 | St. Paul, MN 55105 | 651-290-6403 | 1-888-962-5529 | Confidential Fax (651) 290-6437