

## FERPA INFORMATION

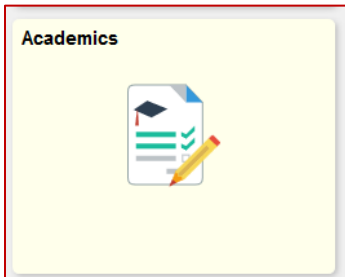
In compliance with FERPA, Family Education Rights and Privacy Act of 1974 as amended, Santa Clara University (SCU) is prohibited from providing your student financial and non-directory academic information to any third party including parents, spouse, guardian, etc., without a release. This information includes, but is not limited to, all student billing items, awarded financial aid, enrollment status and various student financial or academic information.

More information can be found at [scu.edu/ferpa](http://scu.edu/ferpa).

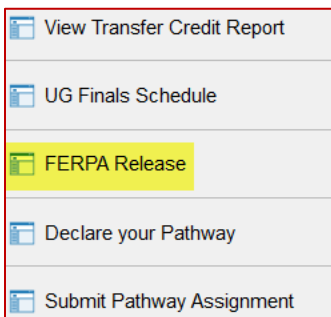
**Note:** Entering a third party Authorized User on the SCU Pay Site is not the same as releasing FERPA information.

### Authorizing FERPA Release Information

Students: log onto your ecampus account, click the Academics tile.



Click FERPA Release



Enter the name, identifying information, and the information to be released. Click Save.

**To enter more names, add a new data box by clicking 'I am the student of record and I agree to the terms above' box. An add button will appear. You can also inactivate a record.**

**Once entered, the information cannot be edited. The original release data will have to be inactivated and a new data box added.**

Effective as of 05/21/2018

**Name of person to whom you authorize release of information (Not your own name)**

\*Last Name  \*First Name

Address  \*Telephone

City  State  Zip  \*Relationship

\*Birth month / day  \*Security Word  To Identify Authorized Party - up to 12 characters

**Information to be released - select and check**

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Student Account / Billing information   | <input type="checkbox"/> Enrollment Verification                   | <input type="checkbox"/> Academic Holds |
| <input type="checkbox"/> Awarded Financial Aid                   | <input type="checkbox"/> Class Schedule(instructor/location/units) |   |
| <input type="checkbox"/> Delinquent/Internal Collection Activity | <input type="checkbox"/> Cumulative GPA and Units Completed        |   |
| <input type="checkbox"/> Financial Holds                         | <input type="checkbox"/> Graduation Status                         |   |

Save