



Student Name:		Student ID:	
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2017-18 RELEASE OF CONFIDENTIAL INFORMATION

Financial Aid Office Confidentiality and Security of Records

NOTE: Valid only for WOU Financial Aid Office and pertinent to 2017-18 school year. Students must complete a new form each year they want to release their information to someone.

- 1) Fill out the "Release Information To" box.
 - a) Choose a passcode that will only be known to you and the person(s)/agency on this Release of Confidential Information Form. The passcode will be a date—other than the student’s date of birth—that is memorable.
 - b) **Give the passcode to the person(s)/agency you have authorized.**
- 2) Information contained in financial aid applications (as well as conversations with the student, family or agency) is considered confidential and will not be released to the public.
 - a) No information concerning the student’s application, award, eligibility, etc. (identifying the student) will be made public except as follows. Information may be released:
 - i) To specific parties with the student’s permission.
 - ii) To a university office, other offices representing the University, the U.S. Department of Education, educational loan servicing centers, the Oregon Student Access Commission, software providers, and other university or college financial aid offices on a need-to-know basis without the student’s permission.
 - iii) To an auditor designated to audit financial aid records without the student’s permission.
 - iv) To any agency (e.g., the Justice Department) without the student’s permission by court orders.
 - v) For any other allowable reason stated in the Federal Family Educational Rights and Privacy Act of 1974 (FERPA, 1974).
- 3) Statistical information that does not personally identify the student will be released to any university department, governmental agency or other outside agencies that have a valid need-to-know.
- 4) To ensure that information is not released to the public, before discussing any information concerning a student’s application, awards, etc., the person requesting the information must provide positive identification and the passcode.
- 5) To ensure that only authorized personnel can access student aid application data in the financial aid software program (PowerFAIDS) and Banner Student Information System program, a username and personalized password is required to log on for both programs. Student employees who must have access to the computer records are closely supervised and can only access the system with assistance of an authorized staff member.

Release Information To:

Name of Individual or Agency

Relationship to Student

Name of Individual or Agency

Relationship to Student

Student Information:

I authorize Western Oregon University to release or discuss any of the 2017-18 school year information in my financial aid file with the person(s) or agency listed above. This authorization is in effect from date of submission until August 31, 2018 unless rescinded in writing by me.

Student Signature

Date

PASSCODE: choose a memorable date that is not student’s date of birth (MM/DD/YYYY)