

# WESTERN OREGON UNIVERSITY

## 2011-2012 Release of Confidential Information Financial Aid Office Confidentiality and Security of Records

Information contained in financial aid applications (as well as conversations with the student and family) is considered confidential and will not be released to the public.

1. No information concerning the student's application, award, eligibility, etc. (identifying the student) will be made public except as follows. Information may be released:
  - a) To specific parties with the student's written permission.
  - b) To a university office, other state office representing the University, the U.S. Department of Education, educational loan servicing centers, the Oregon Student Assistance Commission, and other university or college financial aid offices on a need-to-know basis without the student's permission.
  - c) To an auditor designated to audit financial aid records without the student's permission.
  - d) To any other agency (e.g., the Justice Department) without the student's permission by court orders.
  - e) For any other allowable reason stated in the Federal Family Educational Rights and Privacy Act of 1974.
2. Statistical information that does not personally identify the applicant(s), will be released to any university department, governmental agency or other outside agencies that have a valid need-to-know.
3. 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 (please choose a word below that will only be known to your self and the person on this Release of Confidential Information).
4. To ensure that only authorized personnel can access student aid applicant 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 the assistance of an authorized staff member.

**I authorize Western Oregon University to release or discuss any of the information in my financial aid file with the agency or person listed below. This authorization is in effect from date of submission until September 30, 2012 or until rescinded in writing.**

Release Information to:			
_____ Name of Individual or Agency		_____ Address	
_____ Relationship to Student		_____ City	_____ State ZIP
_____ Phone Number		_____ Passcode*	
*Choose a passcode (a word or phrase) that is familiar to you, but no one else. When requesting information from the Financial Aid Office, you will be asked to verify both your personal information and passcode.			

Student Information:			
_____ Student's Name (print)		_____ WOU Student ID	
_____ Signature	_____ Date	_____ Address	
_____ Date of Birth	_____ City	_____ State	_____ ZIP

This document is available in alternative formats.  
Please give reasonable notice to the  
Financial Aid Office at 503-838-8475 or toll free 1-877-877-1593.