



# PRESENTATION COLLEGE

1500 North Main Street | Aberdeen, South Dakota 57401 | presentation.edu | pcsaints.com | 1.800.437.6060

## Authorization of Release of Financial Aid/Academic Information

The Family Education Rights and Privacy Act (FERPA) prohibits institutions from releasing student information to anyone other than those designated by the student without the student's consent.

A request has been received by the Presentation College Financial Aid office and/or Registrar's office to release information regarding your Financial Aid awards, Academic Transcripts, or Billing information to a third party. If you wish to have us complete this request, we require your written authorization for our records.

Please sign and return this form to the Presentation College Financial Aid or Registrar's office via email, mail, or fax.

I \_\_\_\_\_ authorize the Presentation College Financial Aid or Registrar's  
(Print Name)

Office to release my academic transcripts, federal, state, and institutional financial aid and billing information as well as personally identifiable information to the below listed third party. I certify that by signing this form I am of the understanding that my academic transcripts, financial aid and billing information will be shared with the third party organization(s) designated, and may only be used for the purposes of applying for admission and/or receiving financial assistance from the third party receiving the information.

### Release of information should include:

- \_\_\_\_\_ Semester
- \_\_\_\_\_ Academic year
- Entire Financial Aid/ Billing record
- Entire Academic Record

### Name and contact information of Third Party to release information to:

(If No contact person is specified records will be sent to the designated college's Financial Aid or Registrar's Offices.)


Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Our Mission - Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.*