

## AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION TO A THIRD PARTY

**Print Form** Please return form to the Office of the Registrar at [Registrars@Ben.edu](mailto:Registrars@Ben.edu) from your BenU email address.

(This form is NOT to be used to authorize the release of information to parents)

(To be completed annually)

**PRINT** Student's Name \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Permanent Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please check:

☐ Academic  
☐ Financial

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of personally identifiable information about students in any education records maintained by the University. Aside from a limited number of exceptions, Benedictine University will not disclose personally identifiable information to anyone but the student without his/her written permission. By signing below, you authorize Benedictine University to discuss all aspects of listed information with the individuals named in this Release. This authorization will remain in effect for the current school year or until you revoke it in writing.

***Please print.***

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

I **allow** the disclosure of any personally identifiable information from my education records to the **person(s) named above**, for reasons determined by **Benedictine University** as appropriate. This authorization will remain in effect for the current academic year only or until I revoke it in writing.

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*At this time, all signatures, where required, must be hand-written on the form\**

**I wish to revoke the above Authorization for the  
Release of Confidential Information effective immediately.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*\*At this time, all signatures, where required, must be hand-written on the form\**