

## St. Mary's College of Maryland Student Information Release Authorization

In compliance with the Federal Family Education Rights and Privacy Act of 1974 St. Mary's College of Maryland (SMCM) is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant St. Mary's College of Maryland permission to release information about your student records to a third party by submitting a completed *Student Information Release Authorization Form*. Third parties are usually mothers, fathers, step-parents, husbands, wives, guardians, or anyone with whom you share a joint interest in your college pursuits. You must complete a separate form for **each** third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party and authorization will be confirmed by verifying information completed on this form. **St. Mary's College of Maryland does not automatically send information, including grade reports, to a third party.**

**Submit your completed form to:**

Office of the Registrar  
Anne Arundel Hall 101  
18952 E. Fisher Road  
St. Mary's City, MD, 20686

Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.

<b>SECTION A: Student Information</b>		
Name (last, first, middle initial)	Social Security Number – last four digits only:	Student ID Number
Current mailing address (Street or P.O. Box number, apartment number, City, State ZIP Code)		Daytime Phone Number (    )

<b>SECTION B: Third Party Designee</b>	
Name (last, first, middle initial)	Social Security Number – last four digits only:
Address (Street or P.O. Box number, apartment number, city, state, and ZIP Code)	Daytime Phone Number
Relation to Student	E-mail Address

**Authorization to grant access to different types of information and student account records –**

Please check one or more boxes

- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status
- St. Mary's College-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity
- Access to student records kept by the Office of the Registrar, Business Office, Financial Aid, including all of the above examples
- Judicial/disciplinary records and information regarding judicial/disciplinary proceedings

- Housing information
- All of the above
- Other information (please specify): \_\_\_\_\_

**SECTION C: Certification**

I authorize the above third party, named in Section B, to access the above indicated student record and/or account information through (*check all that apply*):

- a joint conference (with all parties in attendance)
- without me present
- through a telephone conference (with all parties participating)

**Student Signature**

**Date:**

**For information regarding specific topics, please call the appropriate office:**

○ Billing statements, charges, credits, payments, past due amounts, and/or collection activity	<b>Business Office</b> 240-895-4303/4315
○ Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information	<b>Office of Academic Services</b> 240-895-4388
○ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status	<b>Financial Aid Office</b> 240-895-3000
○ St. Mary's College-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity	<b>Financial Aid or Business Office</b> 240-895-3000 (FA) 240-895-4303/4315 (B)
○ Judicial records and information regarding judicial proceedings/disciplinary records	<b>Judicial Programs</b> 240-895-4209
○ Housing information	<b>Office of Residence Life</b> 240-895-4207

**Please direct your inquiries to these offices; inquires about students made to the Office of the Provost or Office of the President will be forwarded to these offices as appropriate, thus delaying response time.**