

Colgate University
Student Account Information Release Form

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, prohibits access to student records by any third party, including parents (with certain limited exceptions) unless the student gives written permission. FERPA is a federal law designed to protect the privacy of a student's education records.

Students directly control who is allowed access to their on line tuition account. However, on occasion, parents/a third party may contact the Office of Student Accounts requesting information about a student's account. The staff can engage in general conversation about university charges and credits, but no student specific information can be provided to a third party without the student's permission as required by FERPA.

Please use this form to notify Student Accounts of any third party with whom you would allow us to discuss the details of your personal student account. You may also elect not to disclose information to any third party. Please be aware that the term "third party" includes parents. This completed form will be included in the file we maintain for you in the Office of Student Accounts.

Please note that you are under no obligation to grant consent and if you elect not to disclose, this decision will be respected. You may revoke or amend the consent in writing at any time.

Please complete the following information

Student Name (please print) _____

Student Identification Number _____

I consent to disclosure of my student account information to anyone whose name I list here (please print clearly):

I elect not to disclose.

Student Signature _____

Date _____

Return to:
Student Accounts
Colgate University
13 Oak Drive
Hamilton, NY 13346