Colgate Financial Aid Portal

Consent to Release Instructions

To provide consent to release your financial aid information to a third party, such as a parent, scholarship agency, or Colgate department, there are 3 forms available.

1. Consent to Release Financial Aid Information
2. Consent to Release Aid Status to Colgate Departments
3. Consent to Release Aid Status to Outside Agency

Students will need to complete the applicable "Consent to Release" form to give the Office of Financial Aid authorization to discuss details of a student's financial aid information to a third party beyond the student themselves.

First, log-in to the student Financial Aid Portal. Make sure you have the 2023-24 award year select at the top right corner. Go to the Supplemental Forms page by selecting it from the Menu in the top left corner:

Click on the appropriate Consent to Release Form and complete the fields that are required.

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Supplemental Forms

Only complete forms that are applicable to you. Once submitted, the Financial Aid Office will process the information you provided. If you have questions, or to amend a form after it was submitted, contact the Office of Financial Aid.

Your Supplemental Forms

Application	Application Description	Application Status	Status Date
Consent to Release Financial Aid Information	Student's written authorization to disclose financial aid information to third parties (e.g. parents/guardians)		
Consent to Release Aid Status to Colgate Depts.	Student's written authorization to disclose financial aid information to Colgate University Departments		
Consent to Release Aid Status to Outside Agency	Student's written authorization to disclose financial aid information to an outside agency		
Federal Direct Student Loan Request Form	Complete this form to borrow a Federal Direct Loan		
Outside Resource #1 Form	Form for reporting outside resource (e.g. scholarships, tuition benefits, etc.)		

Below is an example of one of the "Consent to Release" forms. When finished, save and submit the form. The "Consent to Release" information will be saved under the student's financial aid record for duration of their enrollment, unless the student requests changes in writing.

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Consent to Release Financial Aid Information - Award Year 2023/2024

Access to a student's records by any third party, including parents/guardians, is legally restricted by FERPA unless the student gives written permission or an exception to FERPA applies. Unless otherwise permitted by FERPA, once a student is enrolled, the Financial Aid Office will only respond to written or verbal requests by a person other than you, the student, with general information that is not specific to you.

This form is optional. Only complete it if you authorize the Financial Aid Office at Colgate University to discuss or otherwise disclose information related to your federal, state, institutional, or other financial aid with/to the individuals you list (e.g., parents/guardians).

This consent to release information will remain in effect until you revoke privileges in writing. To amend your answers on this form after submission, contact the Financial Aid Office.

All fields marked with an asterisk are required.

Authorized Individuals

Confirm which individuals Financial Aid is authorized to speak or otherwise disclose information to.

1. First and Last Name and relationship of Authorized Person 1 (First Name Last Name, Ex: Parent)

2. First and Last Name and relationship of Authorized Person 2 (First Name Last Name, Ex: Guardian)

3. First and Last Name and relationship of Authorized Person 3 (First Name Last Name, Ex: Noncustodial Parent)

4. First and Last Name and relationship of Authorized Person 4 (First Name Last Name, Ex: Step-parent)

Authorization & Release

1. Type your full legal name followed by the date to sign this authorization (First Name Last Name, MM/DD/CCYY): *

Contact us at finaid@colgate.edu or 315-228-7431 if you have questions or if you submit a consent to release form in error.

Clicking **Save** stores your application data. You can return any time to finish filling out your application before submitting it. Clicking **Submit** delivers your application data to our institution for consideration.

Clear   Save   Save and Submit   Close