

## Colgate University Office of Student Accounts 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 can use this Information Release form to **confirm third parties, including parents, with whom the Colgate Office of Student Accounts is authorized to share and discuss billing, payment, and other personal student account details.** You may also elect for us not to disclose information to any third party.

You, the student, are under no obligation to grant consent to a third party. You may revoke or amend this Information Release form in writing at any time.

(Please note: Third parties named below will not receive e-billing notifications or have access to a student's online student account site Touchnet, to view student account details and make e-payments. A student must separately establish them as an "Authorized User" on their TouchNet account. New students can complete this step starting in June.)

Please complete the following information:

☐

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

\_\_\_\_\_

☐

I do not consent to disclosure of my student information.

**Student Name (please print):** \_\_\_\_\_

**Colgate ID Number (9 digits):** \_\_\_\_\_

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

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

Please submit this form, and direct any questions, to:  
Colgate University, Office of Student Accounts, 13 Oak Drive, Hamilton, NY 13346  
Phone: 315-228-4817 • Fax: 315-228-7989 • E-mail: [stuaccounts@colgate.edu](mailto:stuaccounts@colgate.edu)