



**TOCCOA FALLS COLLEGE**  
OFFICE OF THE REGISTRAR  
Toccoa Falls, GA 30598  
(706) 886-7299 Ext. 5396  
[registrar@tfc.edu](mailto:registrar@tfc.edu)

# STUDENT CONSENT TO RELEASE EDUCATION RECORDS

## Directions:

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the College 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 the College permission to release information about your student records to a third party by submitting a completed Student Consent to Release Education Records authorization. You must list each third party member 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. The College does not automatically send information to a third party.

Submit your completed form to the College Registrar's Office, at the address given above. 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. **NOTE:** For the third party designees you name on this form, this release overrides all FERPA directory information non-disclosure holds you have placed on your records. Social Security data is used only for authentication on this form.

## Section A. Student Information

\_\_\_\_\_  
Name (last, first, middle initial)

\_\_\_\_\_  
Student ID Number

## Section B. Third party designee #1

\_\_\_\_\_  
Name (last, first, middle initial)

\_\_\_\_\_  
Social Security number (last four digits only) /or DOB

\_\_\_\_\_  
Address (street or P.O. Box number, Apartment number, city, state, and Zip code)

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Relation to student

\_\_\_\_\_  
E-mail address

## Third party designee #2

\_\_\_\_\_  
Name (last, first, middle initial)

\_\_\_\_\_  
Social Security number (last four digits only) /or DOB

\_\_\_\_\_  
Address (street or P.O. Box number, Apartment number, city, state, and Zip code)

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Relation to student

\_\_\_\_\_  
E-mail address

## Please initial one or more of the lines below to grant authorization to different types of information

\_\_\_\_\_ Student Financial Services: FAFSA application data, financial aid disbursements, eligibility, Financial Aid Satisfactory Progress Status, Billing statements, charges, credits, payments, past due amounts, collection activity, *communication* history

\_\_\_\_\_ Registrar's Office: Grades/GPA, demographic, registration, student ID number, academic progress status, enrollment information, access to academic records.

\_\_\_\_\_ Other (be very specific) \_\_\_\_\_

## Section C. Certification

I authorize the above individuals, named in Section B, to access the above indicated student record and/or account information.  
This authorization does not permit the third party to make any changes.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Filed by

\_\_\_\_\_  
Initials