



Rensselaer Polytechnic Institute Financial Aid and Billing Information Release Authorization Form

Student Name: _____

Student ID: _____

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records, including student financial aid information. Although FERPA contains exceptions permitting disclosure of certain student records without consent in some circumstances*, the simplest and fastest way for information to be shared is with a written student consent. Prior to receiving a student’s information release consent form the Office of Financial Aid and Bursar Office policy is to communicate in-person, by phone, or in writing directly with the student about their account details. Return your completed and signed form to the Office of Financial Aid.

By signing this form, I, the Rensselaer Student, agree and consent as follows:

1. Rensselaer may provide my **Financial Aid and Billing Information** to the person(s) listed below and discuss such information with such persons;
2. **“Financial Aid and Billing Information”** includes but is not limited to any financial aid applications and any data provided on the student’s financial aid application or federal Free Application for Federal Student Aid (FAFSA), any financial aid award information, any balance due information, any bill payment information, and any other financial-aid or billing related documents, including any documents required to meet income verification, determine eligibility, or process any special reviews or appeals of financial determinations.
3. This authorization will remain in effect until revoked by me in writing;
4. I may update this list or revoke this authorization at any time by providing a written and signed request to the Rensselaer Office of Financial Aid, or by sending the updates from my Rensselaer student e-mail account to the Office of Financial Aid at finaid@rpi.edu;
5. **An access Code Word must be assigned.** We recommend using a unique Code Word containing ten or fewer characters that your release-to person(s) will be able to remember. Each “Release-to” person will be required to provide your Code Word for identification purposes before we will discuss or provide detailed information about your account. We may also ask additional identifier questions.

A) Release-to Name / Relationship
_____ / _____

B) Release-to Name / Relationship
_____ / _____

STUDENT CODE WORD: _____

**Notwithstanding this Authorization form, Rensselaer reserves the right the disclose student education records to the extent permitted by FERPA and other law.*

Student Signature: _____

Date: _____