



Student Accounting Services
Records Hall Student Accounting/Cashiering Office
620 George Street • New Brunswick • New Jersey 08901 - 1175
(732) 932-7581 or (732) 932-2254 Fax (732) 932-1893

FERPA Release Form

The Student Accounting Office maintains records relating to charges for tuition, fees, room, board and financial credits for each student. This includes payments of term bill charges, financial aid credits and refunds issued on the account if financial credits are greater than charges. Our office may receive requests for information contained in a student’s file from a third party such as a parent of the student. Pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1231g (“FERPA”), the university may not release this information without written consent of the student, subject to the exceptions specified under FERPA.

As a student, if you wish to authorize the release of the records held by the Student Accounting Office to specified persons or institutions, please complete and return this form to the Student Accounting Office. You may obtain more information about FERPA from your course catalogue or the Office of Compliance, Student Policy and Judicial Affairs, 301 Van Nest Hall, College Avenue, New Brunswick, (732) 932-7255 or visit the web site at http://polcomp.rutgers.edu.

I, \_\_\_\_\_ Date \_\_\_\_\_
Student Name Student ID #

hereby authorize the Student Accounting Office to supply information from my account as described above in response to the following inquiries:

\_\_\_\_\_ All inquiries for whatever purposes until my records are destroyed or until my written statement rescinding this authorization is received by this office.

\_\_\_\_\_ To only the following institutions or persons \_\_\_\_\_ unless revoked in writing by me. date

If you are not signing the form in the presence of a Student Accounting Office Representative, please have your signature notarized.

State of New Jersey, County of \_\_\_\_\_
The foregoing “Release Form” was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

ss:

Witness my hand and Official seal:

Notary Signature Student Signature
Student ID #

My commission expires on \_\_\_\_\_