



**RELEASE OF INFORMATION FORM**

Martin Methodist complies with all provisions of the Family Educational Rights & Privacy Act of 1974 dealing with the release of educational records. No information, except directory information, contained in any student's records is released to persons outside the college without the written consent of the student.

The three offices that receive the most requests for student information are the Academic Affairs Office, the Business Office and the Financial Aid Office. In an attempt to handle requests for grades, account balances and/or financial aid information, etc. we are requesting that the student complete this form at the time of registration. This release will allow these offices to discuss this information with any designated person(s) without a delay.

If I decide to change the below information in the future, then I must notify the Financial Aid Office immediately.

.....

I give my permission for the indicated offices to release any information regarding my status to the individuals listed below:

NAME	Relationship To Student	Academic Affairs	Business Office	Financial Aid	VA Benefits OR 3 <sup>rd</sup> party (for online only students)
		YES/NO	YES/NO	YES/NO	YES/NO
1.					
2.					
3.					

***PLEASE CHECK HERE IF YOU DO NOT GIVE YOUR PERMISSION FOR RELEASE OF YOUR INFORMATION TO ANY PARTY.***

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

\_\_\_\_\_  
PRINT NAME

**PLEASE RETURN THIS FORM TO THE OFFICE OF FINANCIAL AID IN COLONIAL HALL**