



AUTHORIZATION TO RELEASE INFORMATION

This form must be fully completed and signed by the student only

ID # Name
LAST NAME FIRST NAME M.I.

It is the policy of Moravian College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold disclosure of personally identifiable information from educational records unless the student has consented to disclosure or FERPA allows disclosure. For more detailed information, please consult the Student Handbook under College Policies, "Student Records." By signing and submitting this request, I authorize the release of information, as stated below.

Person (s) or Organization (s) to Whom Information may be released:

Person Full Name or Organization (Please Print)

Relationship to Student (Please Print)

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Relationship to Student (Please Print)

Information to be released:

- ☐ **Financial Aid/ Student Account Records** (financial aid application/award, financial aid history, satisfactory academic progress (SAP), 1098-T and/or institutional charges/ payments/ disbursements/ refunds/ returns/overpayment).
- ☐ **Academic Records** (attendance, academic standing, grades, midterm evaluations, class schedule, course recommendations, remaining curricular requirements and/or testing/assessment data (placement test, career assessment results).

Valid For:

- ☐ **Limited Use:** This authorization expires on _____ (Date).
- ☐ **Long Term Use:** This authorization will remain continuously in effect until I withdraw this authorization, in writing, or until my separation from the College.

In signing below, I understand the following: I have the right not to consent to the release of my information and I have the right to revoke this release of information at any time by delivering written notification to the Office of the Registrar.

Signature of Student _____

Date _____

RETURN TO:

In Person: Office of the Registrar, Monocacy Hall, 3rd Floor; student ID required.
Email (registrar@moravian.edu): student must submit via Moravian College email.
Mail: student must include a copy of their Moravian College ID and address to
Office of the Registrar, Moravian College, 1200 Main St. Bethlehem, PA 18018