



RUTGERS
NEWARK

Office of Business Services · Blumenthal Hall 3rd Floor
249 University Avenue · Newark, NJ 07102

RELEASE AND AUTHORIZATION

The Student Accounts Office maintains records for each student relating to charges for tuition, fees, room, and board. Student Accounts may receive requests for the 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. 123 1g ("FERPA"), this office may not release this information without written consent of the student, subject to the expectations specified under FERPA. If you wish to authorize the release of records held by Student Accounts to specified persons or institutions, please complete this form. More information about FERPA can be obtained from your course catalogue, or from the Office of Compliance and Student Policy Concerns, 301 Van Nest Hall, College Avenue, New Brunswick, 732/445-7255.

Date: _____

I hereby authorize Student Accounts to supply information from my accounts in response to the following inquiries.

_____ All inquires for whatever purpose until my records are destroyed or until my written statement rescinding this authorization is received by this office.

_____ The following specific information:

- _____ Payment of term bill
- _____ Refunds
- _____ Financial aid applied to your account
- _____ Account balance information
- _____ Other: _____

Please indicate reason(s) for disclosure:

Please disclose this information to the following individuals(s) or institution(s):

Student Signature

RUID #

Print Name

Please keep your address current by verifying this information on <http://registrar.rutgers.edu>. It is your responsibility to maintain your current address accurately on this website to insure that you receive the correspondence sent to you from the University.
FERPA