



Student Name:		Student ID:	
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NOTE: Valid only for the selection made below and pertinent to the school year indicated above. The student must complete a new form each year they want to release their information to someone. Form will not be accepted with a computer signature.

- 1) Fill out the "Release Information To" box.
 - a) Choose a passcode that will only be known to you and the person(s)/agency on this Release of Confidential Information Form. The passcode will be a date—other than the student's date of birth—that is memorable.
 - b) **Give the passcode to the person(s)/agency you have authorized.**
- 2) Information contained in financial aid applications (as well as conversations with the student, family or agency) is considered confidential and will not be released to the public.
 - a) No information concerning the student's application, award, eligibility, etc. (identifying the student) will be made public except as follows. Information may be released:
 - i) To specific parties with the student's permission.
 - ii) To a university office, other offices representing the University, the U.S. Department of Education, educational loan servicing centers, the Oregon Student Access Commission, software providers, and other university or college financial aid offices on a need-to-know basis without the student's permission.
 - iii) To an auditor designated to audit financial aid and student records without the student's permission.
 - iv) To any agency (e.g., the Justice Department) without the student's permission by court orders.
 - v) For any other allowable reason stated in the Federal Family Educational Rights and Privacy Act of 1974 (FERPA, 1974).
- 3) Statistical information that does not personally identify the student will be released to any university department, governmental agency or other outside agencies that have a valid need-to-know.
- 4) To ensure that information is not released to the public, before discussing any information concerning a student's application, awards, etc., the person requesting the information must provide positive identification and the passcode.
- 5) To ensure that only authorized personnel can access student aid application data in Banner Financial Aid and Banner Student Information System program, a username and personalized password is required to login. Student employees who must have access to the computer records are closely supervised and can only access the system with assistance of an authorized staff member.
- 6) Confidential Status established by the student through the WOU Registrar's Office overrides all release requests on file with the Student Accounts Office and the Financial Aid Office. No information will be released while a student's registrar record is marked Confidential, regardless of this signed release on file.

Please select the office(s) authorized to release information:	
<input type="checkbox"/> Financial Aid & Scholarships	<input type="checkbox"/> Accounting & Business Services
Release Information To:	
_____ Name of Individual or Agency	_____ Relationship to Student
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Student Information:	
I authorize Western Oregon University to release or discuss any of the indicated school year information in my financial aid file and/or student account with the person(s) or agency listed above. This authorization is in effect from date of submission until June 30 of the indicated school year, unless rescinded in writing by me.	
_____ Student Signature	_____ Date
_____ PASSCODE (MM/DD/YYYY) Note: Choose a memorable date that is not the student's date of birth.	

This document is available in alternative formats. Please give reasonable notice.

WOU

Financial Aid Office

140 Welcome Center, 345 Monmouth Ave N • Monmouth, OR 97361 • Tel: 503-838-8475 • wou.edu/finaid • finaid@wou.edu

Accounting & Business Services Office

101 Administration Building, 345 Monmouth Ave N • Monmouth, OR 97361 • Tel: 503-838-8201 • wou.edu/business • businessoffice@wou.edu