

# Finger Lakes Community College

## Authorization to Release Student Accounts or Financial Aid Information

The financial information on your student account and your financial aid information is confidential, protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release this information to anyone other than you without your written authorization. This form is designed to allow you to authorize us to release information to the person(s) designated below.

\_\_\_\_\_  
*Student Name (please print)*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*FLCC ID Number*

I authorize Finger Lakes Community College staff in the Bursar's Office and the Financial Aid Office to release my accounting and financial aid information to the following person(s):

\_\_\_\_\_  
*Name Relationship Last 4-digits of Social Security # Date of Birth*

\_\_\_\_\_  
*Name Relationship Last 4-digits of Social Security # Date of Birth*

\_\_\_\_\_  
*Name Relationship Last 4-digits of Social Security # Date of Birth*

I understand this authorization to release information will remain in effect until I submit a written request to cancel this authorization.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Witness - FLCC Office:** Name \_\_\_\_\_ Title \_\_\_\_\_  
(Bursar's or FA Staff)

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **If not delivering in person, the following section must be completed by a Notary Public:**

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me, (check one) \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_ to be the signer of the above instrument.

\_\_\_\_\_  
Notary Public

Residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

### **Send completed form by mail or deliver in person to:**

By Mail: Finger Lakes Community College, Office of the Bursar, 3325 Marvin Sands Drive, Canandaigua, NY 14424

In-Person: Office of the Bursar – Room D229