



Please complete the required information and mail this form to:
Accounting & Finance Office
Mount Saint Mary's University
16300 Old Emmitsburg Road,
Emmitsburg, MD 21727
or FAX to (301) 447-5867

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA prohibits the release of student record information without the student's explicit written consent, subject to certain exceptions.

I understand that all personally identifiable information concerning my financial and academic record is protected under FERPA. I further understand that I may waive that protection and give access to my records to individuals of my choice. This release allows the below named individuals to access my records related to financial information from the Accounting & Finance Office.

Please list below any person that can have access to your school records: (Please Print)	
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Employer (if needed for payment purposes)	

Student Consent

I hereby give written consent under FERPA and allow the above named person(s) to access information related to my financial records. I acknowledge that this written consent is valid as long as I am a student at Mount St. Mary's University. By signing this consent, I authorize Mount St. Mary's University to release all information relating to my financial record to the person(s) listed above. I understand that I can revoke this release at any time by notifying the Accounting & Financial Office in writing.

Student Signature—**Required** Student ID# Cell Phone Date

Student's Last Name (**Please Print**) First Middle Social Security Number