

Family Educational Rights and Privacy Act (FERPA)  
**OFFICE OF FINANCIAL AID  
SERVICES**  
**STUDENT CONSENT FORM**  
for Parental/Guardian or Third Party Access  
**(Optional)**

It is important for all students at Naugatuck Valley Community College to be familiar with the laws and procedures that govern access to student records. The Family Educational Rights and Privacy Act of 1974 (amended in Jan. 1999), commonly referred to as FERPA, is a federal law that is designed to protect the privacy of and limit access to the educational records of students. No one outside the university shall have access to nor will the university disclose any information from a student's educational records without his/her written consent, with the following exceptions: students' educational records will be open to personnel within the university, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accreditation groups, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. Parents of a student who is officially documented as their dependent for income tax purposes may see a student's record only at the discretion of the university.

You may sign the Student Consent Form if you wish, but this is not required. When completing the form make sure you write the name of the person(s) with whom you wish us to share your records and check off only the information you are willing to release. You may choose to release all or some of this information. It is your decision!

You may also choose not to have any of your information released to anyone, including directory information that is frequently released to outside organizations upon request. If you choose not to have any information released, please see the Office of the Registrar to complete the appropriate paperwork.

Once you have filled out the Student Consent Form, you must bring or send it to the Financial Aid Office, Kinney Hall, room K512, where it will be processed and kept on file.

You can revoke your consent at any time by submitting a written request to the Financial Aid Office. Please feel free to contact the Financial Aid Office at (203) 575-8274 if you wish to discuss these issues in greater detail.

*(See other side for the Student Consent Form)*  
NVCC, 750 CHASE PARKWAY, WATERBURY, CT 06708  
[WWW.NV.EDU](http://WWW.NV.EDU)

# OFFICE OF FINANCIAL AID SERVICES

## Student Consent Form

for Parental/Guardian or Third Party Access  
(Optional)

Name \_\_\_\_\_  
*Please print*

Student ID Number @ \_\_\_\_\_ DOB \_\_\_\_\_

I know that the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended protects the privacy of my student educational records and limits access to the information contained in those records.

I understand that I am giving permission to the individual(s) listed below to have access to my educational records:

1. Name \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship to student \_\_\_\_\_

2. Name \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship to student \_\_\_\_\_

By signing this form, I authorize the above named individual(s) to be informed about the following information (*check all those that apply*):

- My financial aid information
- My billing records
- Copies of documentation within my financial aid file
- I am choosing **not** to share information with my parent or guardian

*(Note: If you also wish to release academic records, Counseling Center records, or disability documentation, you must visit the appropriate offices and fill out separate release forms in each case).*

I understand that I am under no obligation to sign this consent form and that I may revoke consent at any time.

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

*Please complete, sign, and return this form to:*  
Financial Aid Office, Kinney Hall K512, 750 Chase Parkway, Waterbury, CT 06708  
[www.nv.edu](http://www.nv.edu)