

**CALIFORNIA UNIVERSITY OF PENNSYLVANIA**  
**Bursar Office – Box 83      250 University Avenue      California PA 15419**

**FERPA Consent Form to Release Student Information**

The Family Educational Rights and Privacy Act (FERPA) clearly define a student's right to privacy and confidentiality, strictly limiting the disclosure of personally identifiable information from records kept by the schools.

Educational records are confidential and will only be shared by the university officials with other California University of PA administrators or funding agencies that have a legitimate need to know this information.

FERPA clearly states that billing information can only be released to the student. However, a student can give written consent to disclose billing information to others. Without written consent, we are legally prohibited from releasing personal and/or financial information to anyone except the student.

If you wish to allow access of your student account information to members of your family or anyone else, you must indicate so on this form.

***This release is for the Bursar Office only.***

**PERSONAL IDENTIFICATION PASSWORD:** \_\_\_\_\_ (Alpha or Numeric) - Additional identification requirement for releasing information.

Student Name (Please Print): \_\_\_\_\_ Student's CWID # \_\_\_\_\_

Student's Address: \_\_\_\_\_ Student's Phone # \_\_\_\_\_

***Persons to release billing information to:***

<b>Name (Please Print)</b>	<b>Relationship</b>
1. _____	_____
2. _____	_____

By signing, I authorize California University of Pennsylvania Bursar Office to release information regarding my tuition billing account to the above person(s). This form is valid throughout my uninterrupted Cal U enrollment and is available on the web at <http://www.cup.edu/administration/bursar/index.jsp>.

**I also understand that I must inform the Bursar Office in writing if I wish to change any information provided on this form.**

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