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Wingate University Student ID Number

Student Waiver of FERPA for the Release of Educational Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 is Federal law designed to protect the privacy aspects of a student’s educational record. It regulates the use and disclosure of personal information in educational records and permits a student to know what material is maintained in those records. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Registrar’s Office in the Stegall Administration Building. You can also obtain information about FERPA through the U.S. Department of Education’s website: www.ed.gov/policy/gen/guid/fpco/ferpa/.

Section A – Release of Financial Records (Required)

Please note that this consent only permits disclosures of records maintained by the Office of Student Financial Planning and the Business Office. As such, records maintained by other offices will not be disclosed as a result of completion of Section A.

Step One: Student Information

Last Name: _____ First Name: _____

Classification (Circle One): Undergraduate / Graduate Program (If Graduate Student): _____

Step Two: Person(s) to whom disclosures should be made

Please list the name and relationship of the person(s) to whom disclosures should be made. If you do not want to release information to anyone, other than yourself, please leave this section blank.

Full Name: _____ Relationship to Student: _____

Full Name: _____ Relationship to Student: _____

Full Name: _____ Relationship to Student: _____

Step Three: Authorization

I certify that I understand that Section A of this form only has to be completed once, will remain on file unless I rescind the form and that any changes to this form must be made in person in the Financial Planning Office.

Student Signature: _____ Date: _____

Return your form using one of the three methods listed below

Mail

Wingate University
Student Financial Planning
Campus Box 3001
Wingate, NC 28174

Fax

704-233-9396
Attn: Loan Documents

Email

finaiddocs@wingate.edu
Subject: Loan Documents

Official Use Only: Document Added: _____ Comment Added: _____



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Section B – Release of Educational Records (Optional)

I want my parents to have access to my educational records and therefore, I waive my rights under FERPA to maintain the confidentiality of such information with respect to my parents, and I acknowledge that with this waiver, Wingate University will be free to disclose to my parents any educational records the University has about me.

Authorization for Release of Educational Records by the University Registrar’s Office

Last Name: _____ First Name: _____

Student Signature: _____ Date: _____

Parent(s) Name: _____

Section C – Release of University Reports or Disciplinary Records (Optional)

Wingate University will not disclose the contents of a student’s educational record (as dictated by law and the University Student Handbook) without consent of the student. Students have the right to request to review and inspect their educational records.

Step One: Student Information

Last Name: _____ First Name: _____

Step Two: Types of Records Requested

_____ Student Life (Student Disciplinary Record of University Report)

_____ Other Record: _____

Step Three: Format of Request

_____ Request to review and inspect record

_____ Request for a copy of record

Step Four: Person(s) to whom I grant permission to access my Student Disciplinary Record

Full Name: _____ Relationship to Student: _____

Full Name: _____ Relationship to Student: _____

Step Three: Authorization

Student Signature: _____ Date: _____