



RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) is protected under the Family Educational Rights and Privacy Act. Directory Information does not require the student's authorization, see the full FERPA policy on-line. Requests will be processed within 48 business office hours. Must have ID.

Section A: To be completed by student.

Student Name _____ Student ID _____ Phone _____

Section B: To be completed by student- PII Verification One-time Release.

PII information to be released.

- Verify Enrollment: Semester ___ All terms ___ Verify Degree: Grad Yr. _____
 Verify Anticipated Graduation Date _____ Verify GPA: Cum _____ Semester _____
 Other: _____

Letter to the attention of _____ at address or email. *Attach document if needed.*

Mailing Address, City, State, Zip Code or E-mail

Pick-up/Do not mail

Section C: To be completed by student- Waiver to Discuss PII.

Indicate the types of PII to be discussed with a Third Party, check all that apply. Examples are provided.

- All Information**
 Admission Application, application decision, conditions of admission
 Academic Registration, courses, grades, academic progress, enrollment, transfer courses, athletic eligibility, advising notes
 Student Affairs Discipline records, student organization involvement, housing
 Financial Aid Application data, eligibility, awards and disbursements, Satisfactory Academic Progress for Financial Aid
 Student Account Billing, charges, credits, payments, balances, collection activity, payment plans
 Other: _____

Indicate the duration this waiver is to be active.

- Forever Until Graduation Specified Date _____

Indicate the Third Party (persons or organizations) to whom this release applies.

Name	Relationship to Student
_____	_____
_____	_____

Section D: Student Acknowledgement and Signature.

I, the undersigned, hereby authorize Heidelberg University to release PII from my educational record as indicated above. I understand that I am able to revoke this permission by submitting in writing to the Office of the Registrar.

Student Signature

Date