

Subject to certain exceptions (known as Directory Information) set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Mohave Community College **will not** provide personally identifiable student information to third parties without the student's signed, written permission. This information includes, but is not limited to: registration, student financial records, assessments, financial aid and other student records.

You, the student, may grant Mohave Community College permission to release authorized information to a third party by submitting this completed form. Third parties include, but are not limited to: parents, spouses and third-party sponsors. A separate form must be submitted for each person/agency to which you wish to grant access to your information. Authorized information will be provided only upon request by, and proof of identity of, the third party.

Print Student Information		
FIRST NAME	LAST NAME	STUDENT ID NUMBER
CURRENT MAILING ADDRESS (STREET, CITY, STATE, ZIP)		CURRENT PHONE NUMBER
Print Third Party Designee: PERSON		
NAME	RELATIONSHIP TO STUDENT	PHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP)	BIRTHDATE	LAST 4 DIGITS OF SSN
Print Third Party Designee: AGENCY		
NAME	ADDRESS	PHONE NUMBER

Incomplete, incorrect, unsigned or undated forms will not be accepted and will be returned to the MCC employee witnessing the form; if witnessed by a notary public, the form will be returned to the student.

By submitting this form, you are **not** giving the third party authorization to speak, act or sign any documents on your behalf. If you are contacted by phone by any college department, the college reserves the right to speak only to you and no one else.

This form expires on the last day of the summer term of the academic year. A new form must be submitted each academic year for the third party to continue to receive authorized information.

Information Types Allowed (Check one of more of the boxes below to grant authorization):

Registration, academic performance/standing, class schedule, transcripts and/or enrollment information (Registrar)

Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress (Financial Aid)

Finance-related records, including billing statements, charges, credits, payments and past due amounts (Bursar)

Note: Disability Services information/records must be released through a separate release form. Contact the MCC Disability Services Office for details.

Certification: By signing below, I consent to the release of the personal student information specified above to the individual or agency listed.

STUDENT SIGNATURE **DATE**
*The signing of this form must be witnessed by an MCC employee or Notary Public.
 This student has granted that information be released to the individual/agency named above.*

MCC EMPLOYEE PRINTED NAME _____ SIGNATURE _____ DATE _____