

# EASTERN OREGON UNIVERSITY

## Consent to Release Information

eou.edu/admissions | admissions@eou.edu | 541-962-3393



The Family Educational Rights & Privacy Act (FERPA) can be defined as: "A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

Oregon law prohibits EOU from giving anyone access to student information except with the student's voluntary written consent. EOU may release student information to individuals only with the written consent of the student - regardless of the student's age, or whether the student is a legal dependent of the individual, or whether the individual pays the student's tuition and school expenses. NOTE: FERPA does not permit information such as grades or GPA over the phone or via e-mail, even to the student.

Student name (please print): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Authorized Recipient(s) of information: \_\_\_\_\_  
(full name and relationship)

### Office of Financial Aid & Office of Student Accounts

The Office of Financial Aid and the Office of Student Accounts are two separate offices. Filling out this portion of the form will allow EOU to release information from both of these offices.

I hereby give my written consent to the Office of Financial Aid and the Office of Student Accounts to disclose the following information:

_____ (initial here)	Any and all billing information
_____ (initial here)	Any and all financial aid information
_____ (initial here)	Any and all scholarship information

For questions concerning your student loans or scholarships, please contact our Financial Aid Office by calling toll free 800.452.8639 or 541.962.3550, or e-mail fao@eou.edu.

For questions concerning billing information, please contact Student Accounts by calling toll free 800.452.8639 or 541.962.3590, or e-mail cashier@eou.edu.

NOTE: This does not permit any third party, such as a parent, to transact business on behalf of the student i.e. requesting a transcript.

### Registrar's Office

I hereby give my written consent to the Registrar's Office to disclose the following information:

_____ (initial here)	Any and all information pertaining to my academic record. (FERPA does not allow us to give information such as grades or GPA over the phone or via e-mail, even to the student. For more information about FERPA, go to <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/student.html">www2.ed.gov/policy/gen/guid/fpco/ferpa/student.html</a> .)
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For questions concerning your registration status, transcripts or grades, please contact the Registrar's Office by calling toll free 800.452.8639 ext. 6 or 541.962.3519, or e-mail registrar@eou.edu.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

This release will remain in effect until you graduate, fall out of continuous enrollment, or revoke it in writing and deliver to: Eastern Oregon University, Attn: Registrar's Office, One University Blvd., La Grande, OR 97850. The above information will not be released automatically; the authorized party must initiate a request. EOU is required to keep original signed consent forms. Students are advised to keep a copy of this form for their personal records.

Receipt date: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Banner entry completed date: \_\_\_\_\_ Staff initials: \_\_\_\_\_