

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of a student's educational records. These confidential records include, but are not limited to, financial aid, scholarship information, billing and account information, and academic information. The specific information listed on the reverse side of this form will not be released to a parent, spouse, or other third party without the authorization of the student.

PLEASE NOTE THE FOLLOWING:

- It is the student's and authorized individual's responsibility to give the password when attempting to access the student's records outlined in this consent form.
INFORMATION WILL NOT BE RELEASED IF THE CORRECT PASSWORD IS NOT GIVEN. Additionally, it is the student's and authorized individual's responsibility to keep the password in a secure place so that others cannot access this information.
- This consent form is in effect for an academic year, beginning with the fall semester and ending after the summer semester. **A NEW CONSENT FORM MUST BE COMPLETED FOR THE FOLLOWING ACADEMIC YEAR** or information will not be released.
- This consent form **DOES NOT ALLOW THE AUTHORIZED INDIVIDUAL(S) TO MAKE DECISIONS OR PROCESS TRANSACTIONS ON THE STUDENT'S BEHALF.**
- This consent form is valid for release of Bursar, Financial Aid and/or Registrar's information only (as noted on reverse side). A separate form may be required for other SUNYIT offices.
- **THIS CONSENT CAN BE REVOKED BY THE STUDENT IN WRITING AT ANY TIME.**

Mail this completed form to:
SUNY Institute of Technology
Student Services Center
100 Seymour Road
Utica, NY 13502

Questions or concerns? Please call:

Bursar's Office: (315) 792-7412 • Financial Aid Office: (315) 792-7210 • Registrar's Office: (315) 792-7265