



FERPA Authorization
***** Read Carefully *****

Under the Family Educational Rights and Privacy Act of 1974 (“FERPA”), disclosure of education records of the student is prohibited without the written consent or unless an exception to allow disclosure exists.

This release represents your consent to allow Dallas Baptist University (the “University”) to disclose your educational records and information contained therein to the specified entity or persons identified below.

Please read this document carefully, fill in all blanks, and sign below to indicate your agreement and consent to this disclosure. For the third party designee you name on this form, this Release and Authorization overrides all other FERPA suppression information that may exist.

Student's Name (Please Print)

Student ID #

Section A. Requested Disclosures to Designated Entity or Person.

I consent to the disclosure of my education records as stated above and below. I may revoke this consent at any time by written request delivered to the Registrar's Office. A revocation will apply prospectively only and is not applicable to any release of records prior to my revocation.

Please release the designated information selected from Section B to the following entity or person:

Name: _____

Current
Address: _____

Email
Address: _____

Phone
Number: _____

Reason for
Request: _____

Section B. Requested Information to Disclose.

Please release the following designated information to the entity or person designated in Section A.

- All financial aid records (records include but are not limited to: status of file, awards and disbursement or funds information, financial bars, income information, or any other records on file relating to financial aid).

_____(initial)

[OVER]

- All academic or transcript records (records include but are not limited to: transcripts, admissions and registration information, schedule information, test scores, residency information, or any other information contained in my academic records or at the Cashier’s Office).
- All student account records (records include but are not limited to: tuition and fees, sources of payment, refund information, record hold information, accounts receivable information, or any other information relating to my student account records).
- All student conduct records (records include but are not limited to: disciplinary records or investigations, correspondence to and from student related to disciplinary or conduct issues, records related to investigations, investigative reports, or records held by the Student Affairs Office).
- Any and all records associated with me. This includes all financial aid records, academic or transcript records, student account records, student conduct records, and any other records associated with me not specifically listed.**
- Other (please specify what specific document(s) you consent the University to disclose to the person or entity designated in Section A):

Section C. Release of Claims.

I, _____ (“I”), AM A STUDENT AT OR OTHERWISE AFFILIATED WITH DALLAS BAPTIST UNIVERSITY, A TEXAS NOT-FOR-PROFIT CORPORATION (“UNIVERSITY”). I ACKNOWLEDGE THE INFORMATION ABOVE IS TRUE AND ACCURATE AND AGREE TO THE TERMS OF THE UNIVERSITY’S FERPA RELEASE AUTHORIZATION. I FURTHER UNDERSTAND AND AGREE TO CONSENT TO THE UNIVERSITY’S RELEASE OF DESIGNATED RECORDS TO THE DESIGNATED PERSON OR ENTITY. I AGREE TO RELEASE AND HOLD THE UNIVERSITY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, LAWSUITS, AND LIABILITIES FOR THE RELEASE OF MY RECORDS TO THE PERSON OR ENTITY DESIGNATED. I HEREBY AGREE TO ASSUME ALL RISKS OF THE RELEASE OF MY RECORDS.

(Signature)

Date signed

Printed Name

Your Cell Phone Number

Your E-mail Address

READ CAREFULLY AND ASK FOR CLARIFICATION—

Your signature means you understand and agree with all terms and conditions.

Please submit this form either through the Guidebook App or in-person to DBU’s Registrar’s Office if you come in person. A valid photo ID is required for verification. This form may also be mailed or faxed to DBU’s Registrar’s office. When mailing or faxing, you must notarize form and include a copy of a valid ID.

Sworn to and subscribed before me on the _____ day of _____ 20__.

NOTARY PUBLIC:

My commission expires: