

UNIVERSITY OF THE PACIFIC

BUSINESS SERVICES OFFICE

McGeorge School of Law
3200 5th Avenue, Sacramento CA 95817
Phone: (916) 739-7054

AUTHORIZATION TO RELEASE INFORMATION

The University, by its participation in federally funded programs such as Perkins and Stafford Loans and the Pell Grant programs, is bound by the guidelines set forth in the Federal Education Right and Privacy Act of 1974, (FERPA) Otherwise known as the Buckley Amendment.

This Act mandates that we safeguard and maintain the privacy and confidentiality of all student records, which prohibits any discussion of financial matters with anyone other than the student except by written consent of the student.

If you choose to give us permission to discuss your account with someone other than yourself (i.e. your parents, guardian, etc.) you must provide the following information for our records. Please complete and return this form to the Student Accounts Office. We have enclosed an envelope for your convenience. *** Student's original signature is required. Fax / copies will not be accepted.*

I hereby authorize the Business Office staff to release financial information about me to the person(s) whose name(s) appear below*for ANY account inquiry by authorized person(s) the following information must be given to Student Account staff:

- Student ID number and name
- Authorized person's name

PLEASE PRINT THIS INFORMATION

CHECK ONE: () Original authorization () Cancel / Modify authorization

STUDENT'S NAME _____

ID # _____

Permanent Address _____ City _____

State _____ ZIP _____ Phone _____

Individuals to be Authorized/ Modified

* Name _____ Relationship _____

* Name _____ Relationship _____

**** Student signature** _____ **Date** _____

Please be advised this authorization will remain in effect during your enrollment with McGeorge School of Law. In the event you wish to cancel or modify this release, you must complete this form again with *cancel or modifications indicated, sign and return to the Business Services Office.*

Important! It is the *student's sole responsibility* to inform the Registrar's Office of the *appropriate billing address.*