



Office of Student Financial  
 Services  
 420 S. Main St.  
 Nashua, NH 03060  
**Website: [www.rivier.edu](http://www.rivier.edu)**

Phone: 603-897-8510  
 Fax: 603-897-8810  
 E-mail:  
[finaid@rivier.edu](mailto:finaid@rivier.edu)

**Authorization to Release  
 Financial Aid Information  
 2017-2018**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, the disclosure of personally identifiable information from a student’s education records to anyone other than the student is prohibited unless written consent is given by the student. Exceptions to the requirement for written consent include disclosures to school officials with legitimate interest in the student’s information; disclosures to government agencies for audit, evaluation, and enforcement purposes; and disclosures in response to subpoenas or court orders.

Financial aid information, which is created and maintained by the Student Financial Services Office, is covered under this law. Examples of information related to financial aid and my student billing account that are covered by this act include, but are not limited to, the following:

- Financial aid applications
- Documents used for verification
- Documentation of Lewis & Clark’s professional judgment decisions
- Satisfactory Academic Progress documentation
- Entrance and exit counseling records
- Federal Work-Study payroll records
- Records relating to eligibility and disbursement of federal student aid funds
- Student billing records including charges, credits and refunds

To release any financial aid information to a third party (including parents and/or spouse), the Financial Aid Office must have written permission from the student. Please complete and sign the statement below if you wish to authorize Rivier University to provide financial aid information upon request to the person(s) indicated. You may update or revoke this authorization at any time during the academic year by submitting such a request in writing to the Financial Aid Office.

I authorize the Student Financial Services Office at Rivier University to release information contained in my financial aid file to the parent(s) listed on my Free Application for Federal Student Aid (FAFSA) OR to the parent listed below if I am an independent student:

Student name \_\_\_\_\_ Riv ID# \_\_\_\_\_

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