



## Office of Student Financial Aid

### Privacy of Information

Your information is just that, yours. We are very sensitive to honoring student rights in protecting their information as required by the Federal government. The Federal Educational Rights and Privacy Act (FERPA) limits release of student information tightly. We can only speak directly with students about their financial aid information once they start classes. Without your authorization, we will be unable to share information with others, including your family.

However, students who sign a Release of Information form with the Office of Registration and Records, give us the permission to speak to whomever they have designated about their financial aid records. This is particularly helpful for students who want their parents or others to assist in the processing of their financial aid. The Release of Information Form is available from:

Office of Registration and Records  
Parsons Hall Room 009  
812-237-2020  
[www.indstate.edu/registrar](http://www.indstate.edu/registrar) .

**The form must be submitted by the student to the Office of Registration and Records, Parsons Hall, room 009, along with picture identification, or else it must be submitted via the Indstate email account.** In order to rescind this authorization before the auto expiration date, a written request and picture identification must be submitted to the Office of Registration and Records. Or, you may request the authorization be rescinded via your Indiana State email account.

The Office of Registration and Records will require that a pass code be included by the student. Each designee will use the same code. We will request this pass code when someone calls or comes in so we may confirm the authenticity of their eligibility for the information. You have the right to change your list of authorized

parties at any time. If someone forgets the pass code they must contact you to retrieve it or you must complete a new Release Form.

Your privacy is important to us. However, we want to give you the ability to have others assist you with any financial aid issues.

**Please understand that this Authorization will be in effect this year through October 1 next year, or until you rescind it in writing, whichever occurs first.** Any changes to your authorization are your responsibility to initiate with the appropriate office.