

## De Anza College Financial Aid Office

### Family Educational Rights and Privacy Act (FERPA) Policies and Procedures

Inquiries made anywhere on campus related to academic information contained on the admissions application or academic transcript must be directed to the Office of Admissions and Records.

The Financial Aid Office (FAO) adopts the following policies and procedures regarding release of financial aid information in relation to FERPA. The FAO will be as strict as or stricter than FERPA requires in regards to releasing student information. However, much of the information disseminated in the FAO is general in nature and would be made readily available in printed material, in person, over the telephone, via email, on the internet, or any other media. No identification or consent is required to obtain this general information. General information may include: information about financial aid, student employment, deadlines, hours of operation, policies and procedures, cost of attendance, satisfactory academic progress, selection criteria for scholarships, awarding priorities, and other related topics.

In general, financial aid and scholarship records pertaining to an individual student are confidential. Requests for information regarding financial aid and scholarship confidential information are honored automatically by individuals and agencies\* who have legal access to those records *without* consent of the student.

Third party individuals or agencies who do *not* have legal access to individual student financial aid or scholarship records *without* consent will be required to show written consent of the student via the **Release of Information Consent Form**. Third party individuals include, but are not limited to, parents of students over 18 years of age, spouses, guardians, siblings, friends, and betrothed. Third party agencies include, but are not limited to landlords, creditors, and potential employers. Third parties will be required to identify themselves each and every time they access information. Parents of dependent students and spouses of independent students who are part of the FAFSA application may have access to the relevant section(s) of information without written consent. All other information must be protected.

When accessing their information in person, we will ask all students for their Student Identification (SID) number and valid photo identification; State drivers licenses, campus photo IDs, valid passports, or the equivalent, may be acceptable for this proof.

It is the De Anza FAO policy to only provide general information via phone and unsecured email. The secured email can be found on the De Anza Financial Aid website <https://www.deanza.edu/financialaid/comms.html>

FERPA policies regarding student personnel records are in the Student Employment Policies and Procedures Manual.

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\* A complete list of agencies or individuals to whom an institution may release personally identifiable information from an Educational Record of a student without consent is available in the Family Educational Rights and Privacy Act statute, (Public Law 93-380 s438). The Board of the Foothill-De Anza Community College District has adopted policies providing access to student records to:

- 1) Officials and employees of the Foothill-De Anza District; provided that any such person has a legitimate educational reason for inspecting a record.
- 2) Federal and state officials so authorized.
- 3) Officials of other public or private schools where the student seeks or intends to enroll.
- 4) Agencies or organizations in connection with a student's application for, or receipt of financial aid; provided that information permitting the personal identification of students may be disclosed only as necessary for purposes relating directly to that aid.
- 5) Accrediting organizations in order to carry out their accrediting functions.
- 6) Organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes allowed in Title 5 and so long as that information that allows personal identification of a student is kept confidential and destroyed when no longer needed.
- 7) Appropriate person in connection with an emergency if the information is necessary to protect the health or safety of the student or other persons.

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# Release of Information Consent Form

The Financial Aid Office (FAO) invites students to be the primary contact for information and to work directly with our staff in person or electronically.

Students who wish to provide written consent for a third party individual to have access to particular financial aid/scholarship information must complete this form. Third party individuals include, but are not limited to, parents of students over 18 years of age, spouses, guardians, siblings, friends, and betrothed. Third party agencies include, but are not limited to landlords, creditors, and potential employers. Third parties will be required to identify themselves and inquiries will be logged into the student's file.

Students must complete this form if they wish to give written permission to a third party to have access to particular financial aid and scholarship information. This form cannot be used to authorize a third party to do financial aid business for the student. This is not a Power of Attorney.

Student's Name as enrolled \_\_\_\_\_ SID \_\_\_\_\_

Third party name \_\_\_\_\_ Relationship \_\_\_\_\_

Particular financial aid/scholarship information the student wishes the third party to have access to:

- \_\_\_\_\_ Status of Financial Aid File
- \_\_\_\_\_ FAFSA
- \_\_\_\_\_ Status of HigherOne Card
- \_\_\_\_\_ Awards
- \_\_\_\_\_ Refunds

This consent is good through June 30 of the current academic school year or when the student rescinds it, whichever is earlier. Third parties must identify themselves each and every time they access information from the Financial Aid Office and must preface their inquiry by referring to this Written Consent Form.

I, \_\_\_\_\_, hereby give permission to the Financial Aid Office to release the above information to the third party person named above.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third party's signature

\_\_\_\_\_  
Date

FAO approval signature \_\_\_\_\_ Effective through \_\_\_\_\_

**\*\*A copy of identification of the student and the third party are required with this Form.\*\***