



RELEASE OF FINANCIAL AID INFORMATION TO ANOTHER PERSON

Student Name: _____ **Student ID:** **S** _____

Phone Number: _____ **CCD Email:** _____ **@student.ccd.edu**

Note: All requests and information (including information about financial aid awards) will be emailed to your CCD Email Account. For instructions on activating your account, please visit www.ccd.edu/finaid or contact our office at 303-556-5503.

Financial information on your student record is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. Certain information cannot be released to a third party, except authorized college employees, without your written consent. This form authorizes release of information from your financial aid records to the third parties you have designated below.

By filling out and signing this form, you authorize the Financial Aid Office to discuss your financial aid file with these parties that you designate. However, it should be noted that we are not allowed to give out dollar amounts over the phone – either to the student or their designee. All of this information can be viewed on your secure MyED account.

This form must be filled out in person with a valid picture ID in the Financial Aid Office.

Make sure that everything is legible and in blue or black ink.

Print Name	Relationship	Phone #
Print Name	Relationship	Phone #
Print Name	Relationship	Phone #

Password required: _____

The parties listed above **MUST** give this password to the Financial Aid representative before any confidential information can be supplied.

I understand that this authorization will remain in effect until I submit a written request to cancel.

Student Signature Date

Staff Member Witness Date

WARNING: if you purposefully provide false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Financial Aid Office
1111 W. Colfax Ave
South Classroom 135
Denver CO 80217
Fax: 303-556-5458
Phone: 303-556-5503
Email: financialaid@ccd.edu
www.ccd.edu/financialaid

FERPA



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