

# Financial Information Release Form

In accordance with the Family Educational Rights and Privacy Act (FERPA), Warner Pacific University is committed to protecting student's rights to privacy regarding personal financial information. However, financial information may be released to another individual, if the student consents, by completing this form and returning it to the Office of Student Financial Services.

Upon receipt of this signed form, a note will be placed in the student's record indicating to whom release has been given. The release code created by the student must be provided in order to request and receive specific information.

This authorization will remain in effect for approximately one year after the student graduates or ceases enrollment, or until such time as the student updates or revokes it by completing a new release form.

## STEP 1 - STUDENT INFORMATION

**PLEASE PRINT LEGIBLY**

|                                       |  |      |               |
|---------------------------------------|--|------|---------------|
| Last Name                             | First Name                             | M.I. | WPU ID Number |
| Cell Phone Number (include area code) | Email address (primary contact method) |      |               |

## STEP 2 - RELEASE CODE

To obtain access to specific personal information, individuals (including the student) must provide the student's Release Code. **It is the student's responsibility to provide the code to approved individuals listed below.**

**Please create your release code** and write it in the space provided:

Release Code \_\_\_\_\_

## STEP 3 - RELEASE OF FINANCIAL INFORMATION

I hereby give Warner Pacific University permission to release financial information to the following individual(s). Please include each individual (up to four) whom you wish to give financial information access. If no access is permitted, indicate N/A on line #1 below and complete all other steps.

|                 |                    |
|-----------------|--------------------|
| Person #1 _____ | Relationship _____ |
| Person #2 _____ | Relationship _____ |
| Person #3 _____ | Relationship _____ |
| Person #4 _____ | Relationship _____ |

## STEP 4 - REQUIRED SIGNATURE ON THIS FORM

**A hand written signature, not typed, is required.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_