



Authorization to Release Student Information

The financial and non-directory educational record information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). FERPA is also known as the Buckley Amendment, Statute 20 U.S.C. 1232 (g), regulations 34 CFR Part 99. We cannot release certain information to another person without your written authorization. This form will allow appropriate offices to release specific information about you to the person(s) you designate below.

I authorize Huston-Tillotson University representatives to release information regarding my account as indicated below:

Student Information	Check Box	Description (Including, but not limited to, the following):	
Student Accounts	B	Account balance, charges, and credits ● Past due balances	Third party sponsorship 1098T
Financial Aid	A	● Financial aid application	Award Information
Academic Records	F	● Student enrollment ● Veteran's Benefits	Academic records Grades Schedule Attendance
Student Affairs	S	● Residential ● Judicial	Health

Please check the appropriate box(es) for each person or the organization you wish to have access to the above information on your account. This form does not authorize any third party to access a student's online account.

B F A S NAME: Last 4 of SSN Mo./Yr. of Birth

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B F A S Organization name: Email:

Address: State Zipcode: Telephone:

I understand this authorization will remain in effect until I submit a written request to the Office of Records and Registration to cancel this authorization. (contact info below)

Student Name: HT ID:

Student Signature: Date:

Waiver will be in effect until rescinded by the student:

Cancellation Date: _____

Student Signature: _____

Deliver by mail to:
Huston-Tillotson University
Records & Registration
Box 207
Austin, TX 78702

Deliver in person or email to:
Agard-Lovinggood
Room 210
recordsandregistration@htu.edu