



BRYN ATHYN COLLEGE

RELEASE OF STUDENT INFORMATION

Under the provisions of the Family Education Rights and Privacy Act (FERPA), I authorize the administrator(s) named below to release and/or discuss the following records and information from my files at Bryn Athyn College of the New Church (Check boxes that apply):

- All information in my file in the **Bursar's Office**.
- All information in my file in the **Financial Aid Office**.

I am authorizing the following administrator(s) to release and/or discuss the above information with the person named below for the purpose of:

- Paying for the costs associated with my education.
- Processing, completing, and viewing my financial aid information.
- Other (describe): _____

Names and Titles of Administrators who have permission to discuss the information:

Madeline Berger (Bursar)
Kimberly Clark (Director of Financial Aid)
Ashley McCarrie (Assistant Director of Financial Aid)

Name of Person(s) to receive information:

 (First Name) (Last Name)

 (Street) (City) (State) (Zip) (Country)

 (e-mail) (phone)

Challenge Question: What is the student's high school mascot? **Answer:** _____

Information Regarding the Release:

- Expires upon graduation OR _____
 (Enter specific expiration date)

 (Printed last name, first name of student) (Signature of student)

 (Date release signed) (Student contact information: email or phone)

*Return this form to the Bursar or Financial Aid Office
 PO Box 462, Bryn Athyn, PA 19009*

Dear Student:

Please take the time to fill out this form and return it to the Financial Aid Office ***even if you have filled one out previously***. A recently added section, called the “Challenge Question,” is part of an updated authentication security procedure required to verify your identity each time you call.

(Check the “**Expires Upon Graduation**” box and you won’t have to fill this form out again—unless you want to change the required fields, such as who has access to your information.)

Please note: this form is for financial information only, not grades.

Why should I fill out this form?

Funding your college education is your responsibility; however, you may be getting help from a parent, relative, financial adviser, or donor. We will not be able to share your information without your consent. This form gives us your permission to talk about your financial situation with the individuals you choose.

Do I have to fill out this form?

You are not required to fill out this form if you plan to handle your bills and financial aid yourself. If you are unsure about signing the form, you should set an expiration date so there will be an end date to individuals’ access to your information.

What happens if I don’t fill it out?

If you choose not to fill out a FERPA form, our office will contact you directly with any billing or financial aid concerns. If someone calls to discuss your FAFSA, taxes, balance due, or refund check, we will not be able to disclose any information unless you have given them permission. If someone wants to pay your bill, we will not be able to disclose your balance to them.

What is the “Challenge Question”?

The Challenge Question is a question the financial staff will ask to verify the identity of an individual. It is important that this section is filled out and that the released individual retains a copy to remember the answer to the security question. Without the correct answer, the financial staff will not be able to discuss information protected by FERPA.

What if I have more questions?

Feel free to contact the Billing Coordinator, Madeline Berger, at 267-502-2493. You may also dial 2493 from anywhere on campus, or email at bursar@brynathyn.edu.