



Cashier's Office Release of Information Request Form

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the University is prohibited from providing certain information from your student records to a third party, such as information on billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parents, your spouse or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed Release of Information Request Form. You must name each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Submit your completed form to the address given below for your campus. Please note that your authorization to release information is good for five years; however, you may revoke your authorization at any time by sending a written request to the same address.

UWS Student ID Number: _____

Name: _____
(Last) (First) (Middle Initial)

Home Address: _____

(City) (State) (Zip Code)

Telephone Number: _____

I request the following release of information from my records at the University of Wisconsin-Superior to:

(Name of person or organization—Specify relationship)

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(Name of person or organization—Specify relationship)

The following information may be released to the person(s) or agency listed above. (Check all that apply)

- Billing statements, charges, credits, payments, past due amounts, 1098T, refunds, and/or collection activity
- Current or past Financial Aid award information
- Enrollment information

I hereby authorize the release of the above information:

(Student Signature) (Date)

This Release is valid for five years from date signed

Submit this form to:
Cashier's Office • Old Main 208 • PO Box 2000 • Superior, WI 54880