



NORTHWESTERN MICHIGAN COLLEGE AUTHORIZATION TO RELEASE STUDENT INFORMATION

Federal law prohibits NMC from discussing information with anyone other than the student, Unless authorized in writing by the student. This authorization is effective until all student obligations are satisfied or the cancellation of release has been requested by the student.

Section I – Student Information

Student's Name _____ Phone _____

NMC ID _____ or SSN _____

Section II – Authorization Information

I authorize only the person or persons listed below to receive information:

Name _____ Signature _____ PIN _____
Last 4 digits of SSN

Name _____ Signature _____ PIN _____
Last 4 digits of SSN

Individuals who are authorized will be required to give the last four digits of their Social Security Number each time they visit or call NMC to receive any information. This is to protect the student's confidential information.

I authorize NMC to release the following information: (Check all that apply)

- Financial Aid Information: Satisfactory Academic Progress, GPA, FAFSA Info, Award Amounts
- Student Account Information: Account Balances, Account Charges, Billing, Payments, Refunds
- Student Registration Information: Class Schedule, Grades, Grade Point Average
- Student Transcript Ordering
- Judicial Records – Student Discipline

Section III – Cancellation of the Release of Student Information

I request cancellation of the above release.

Student Signature _____ Date _____

You may request cancellation of this release at any time. If you wish to reinstate the release in part or in total, please fill out another authorization form.

****I certify that the information provided on this form is complete and accurate in every respect.**

Student must present photo ID and sign form in front of Fin. Aid, Records, or Cashiering personnel or in front of a Notary Public.

Student Signature _____ Date _____

Signature of Fin. Aid, Records, or Cashiering Personnel

OR

Signature of Notary Public

Title and Expiration Date

SEAL

Complete form, with the exception of your signature, and bring to the Financial Aid, Records, Registration, or Cashiers Office or send notarized form to NMC Records Office, 1701 E. Front St., Traverse City, MI 49686. Faxed copies will not be accepted. Original document is required.

Office Information Use Only

SPACMNT updated by:

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