



Revoke Authorization to Release Student Information

Student Information

NOTE: The requesting student shall submit this completed form to records@nmc.edu from their NMC email account, or in person to the Enrollment Services Office (Tanis Building).

Student's Name _____ Phone _____ NMC ID _____

Third-party Information

When the authorized third-party named below contacts Northwestern Michigan College, they will be asked to authenticate their identity by providing a special identifier code. You, the student, should create this identifier and provide it to your third party contact. Do not choose an identifier that could easily be guessed. If your third party contact is not able to correctly provide the four digit identifier, Northwestern Michigan College will not release any information from your record. If you forget or misplace your four digit identifier, Northwestern Michigan College can only provide it to you by sending it to your email address on file, upon request.

Name _____

Name _____

Information to be Released: (Check all that apply)

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

NOTE: This authorization to release information does not authorize a third-party to reset a password for the student, order a transcript, or to otherwise conduct business on behalf of the student.

Revoke Authorization (To revoke a prior authorization)

By signing below, I hereby revoke any prior authorization for Northwestern Michigan College to disclose my education record information with the individuals listed above, effective immediately.

Student Signature _____ Date _____

Office Information Use Only

SPACMNT updated by:	SPACMNT changes updated by:
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