Biola University Accounting Office
FERPA Form

<u>This form is required for all students in order to complete registration</u>.

Biola University, by its participation in student loan and scholarship programs, is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records, which prohibits the disclosure of financial records to anyone other than as provided by law or by written consent of the student. However, we have found it beneficial to the student to disclose information to parties that may be interested in assisting a student with his/her account. Please note that your authorization is not required to release information to the taxpayer who is claiming you as a dependent.

Student name: _____
Last First MI

Social Security number: _____ Student ID number: _____

Permanent telephone: _____ Alternate telephone: _____

Permanent address: _____
Street

_____
City State Zip

By completing the list and signing below, you give us permission to discuss your account with someone other than yourself (i.e. spouse, parent, etc.). Return this form to Biola University Accounting Office, 13800 Biola Avenue, La Mirada, CA 90639.

I hereby authorize Biola University Accounting Office to release financial information about me to the person(s) listed below:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

In the event you wish to cancel this release, you must do so in writing with the Accounting Office. Biola University will not be responsible for disclosure of information made before written cancellation is received by the Accounting Office.

Student's signature_____ Date_____
(Void if not signed)

_____Please check here and complete the lines under "Important Notice" IF you are a dependent claimed on one or both of your parents' tax returns.

<u>*IMPORTANT NOTICE***</u>**

Due to 1098T tax reporting, we may be required to report to the Internal Revenue Service the name and social security number of the person claiming any tax credit on your account. **IF YOU ARE A DEPENDENT STUDENT CLAIMED ON YOUR PARENTS' TAX RETURNS, THEN YOUR PARENTS' INFORMATION MUST BE LISTED.** This information may be reported to the IRS in order to claim the HOPE and Lifetime Learning Tax Credits. If it is not required by the IRS at the time of filing, the Social Security number will not be reported.

Parent's name Parent's Social Security #