



Naropa University

## STUDENT WAIVER OF FERPA RIGHTS

I,

PRINT NAME

understand that Naropa University will preserve the confidentiality of my records, in keeping with the Family Educational Rights and Privacy Act (FERPA).

In signing this form I give express written permission for the Student Administrative Services Office and other Naropa officials (as defined at <http://www.naropa.edu/registrar/ferpa.cfm>) to discuss my records with:

Full Name	Relationship

Full Name	Relationship

### Purpose of release:

### Type of Information to be released: Check all that apply:

<b>Financial</b>	<input type="checkbox"/>	Including: any and all financial aid, fees, tuition, charges and fines for courses, health insurance, bus passes, housing or other financial matters with the university.
<b>Academic</b>	<input type="checkbox"/>	Grades, courses, course schedules, academic progress, number of credits taken, probationary or suspension status, attendance, major, minor or other information related to the student's academic work.
<b>All</b>	<input type="checkbox"/>	Includes financial information and academic information as defined above, plus all other information and records regarding student participation at the University. Includes information about policy violations, group/club participation, non-financial awards or recognitions and other communications between university officials.
<b>Other (please state)</b>	<input type="checkbox"/>	

<b>Signature</b>	<b>Date</b>	<b>Student ID</b>

**Attention: The waiver for the person(s) named above remains in effect until you revoke the waiver in writing, with your signature.**



Naropa University

## Family Educational Rights and Privacy Act (FERPA)

### STUDENT WAIVER OF FERPA RIGHTS

**The Family Educational Rights and Privacy Act (1974) protects the privacy of student records.**

Students who are currently or formerly enrolled at Naropa University are protected under The Family Educational Rights and Privacy Act. This means that non-directory information *may not be disclosed* except under specific circumstances unless you have completed the waiver on the reverse.

**FERPA provides for other student rights.** Complete information is available at [www.naropa.edu/registrar/ferpa](http://www.naropa.edu/registrar/ferpa)

**EXEMPTIONS: Under some circumstances, records may be released without student permission.**

The student's consent is not required to disclose information to:

- Naropa University faculty, staff & administrators with a legitimate educational interest
- Parents of a *dependent* student (if the parents show proof of claiming the student with the IRS)
- Financial Aid processors
- The student
- Comply with a judicial order or subpoena
- In a health or safety emergency
- Please see <http://www.naropa.edu/registrar/ferpa> for complete information

**DIRECTORY INFORMATION**

Under FERPA, Naropa University may disclose what is known as "directory information" on a student without violating FERPA. Directory Information includes a student's name, address, telephone number, major, dates of attendance, degrees and awards received, status (full time, half-time, etc) and recent previous school attended. If you would like to limit the disclosure of this information, please complete the "Request for Non-Release of Student Directory Information" form.

#### The FERPA Rights Waiver

With specific exceptions (listed above), a signed and dated consent by the student must be provided before disclosure of non-directory information can be made to your parents or any other third party.

You are *not* required to sign this waiver, and it can be revoked at any time by your request in writing; however, Naropa University cannot discuss your records with any third party unless we have a signed FERPA waiver naming that person in your file.

If you have any questions regarding your FERPA rights or the FERPA waiver, please contact the Registrar's Office at 303-546-3500.