



**Student Financial Services**  
**Phone: 814-262-6454**  
**Email: [sfs@pennhighlands.edu](mailto:sfs@pennhighlands.edu)**

101 Community College Way • Johnstown, PA 15904  
 Phone (814) 262-6400 •

***Student Release of Information***

As a Pennsylvania Highlands Community College student, the confidentiality of your records is provided for by “The Family Educational Rights and Privacy Act” (FERPA). The Act is designed to protect the privacy of student’s educational records. The college has restrictions on the personal information that may be released about a student. Only “directory information,” which includes the student’s name; the fact that s/he is a student on campus may be published or provided without the student’s consent. A student is never required to waive his/her confidentiality rights as a condition of admission, receipt of financial aid or receipt of any other services or benefits from the campus.

There are situations in which the student wants others to have access to information regarding their school records. IF you would like someone other than yourself to be able to access your records, you must complete and sign below.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Last 4 of SS#: XX-XXX-

Person(s) authorized to receive information and their relationship to you:

\_\_\_\_\_  
 (Print Name) (Relationship)

\_\_\_\_\_  
 (Print Name) (Relationship)

\_\_\_\_\_  
 (Print Name) (Relationship)

*(Please check the box below)*

I authorize the Student Financial Services Department at Penn Highlands to release information regarding my student financial aid and student account to the individuals or agencies listed above. Information released may include but is not limited to:

- Billing statements, charges, credits, payments, past due amounts, collection activity
- Grades/GPA, demographic, registration, Student ID Number, academic progress, status, and enrollment information used in determining financial aid eligibility, etc.
- Financial Aid, scholarship records, eligibility status, award types, amounts. ***Information will NOT include the student’s or family’s specific income, asset information or information about special circumstances the student or family may have.***

This release is valid for one (1) academic year and must be renewed each year.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_