

# Information Release Form

## Webber International University

A Tradition in Business Education



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Webber International University maintains compliance with the **Family Educational Rights and Privacy Act** of 1974, as amended. To protect the privacy of our students, we must obtain a student's signed and dated consent to release personal information from a student's record to the student's parent, guardian, or other assigned person.

For the purpose of a student's successful academic progress, financial aid eligibility, student account reconciliation and the health and well being of the student, authorization enables the University's staff to communicate, whether by written or verbal communication, information necessary to help a student resolve issues pertaining to the above matters.

Student records can include, but are not limited to the following:

- Student Admissions File
- Academic File
- Grades
- Financial Aid Records
- Advising Records
- Warning Notices
- Student Medical Records
- Student Employment Records
- Disciplinary Records
- Student Life and Housing Records
- Student Account Records

I, \_\_\_\_\_, authorize  
(student's name)

Webber International University to release the above information to:

_____ Name	_____ Relationship
_____ Name	_____ Relationship

By signing the bottom of this form, (1) I understand that this is not a requirement, (2) I acknowledge that I am consenting to release the information listed above, and (3) I understand that this consent shall remain in my academic file, housed in the Registrar's office, and will remain in effect during my entire enrollment at WIU unless I choose to revoke the authorization. Revocation must be done in writing through the Registrar's office.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date