

# Release of Financial Aid - FERPA



**Stop!** Before completing this form, remember that you can share your own financial aid information by accessing your My UW Student Center (<http://my.wisc.edu>).

Name \_\_\_\_\_, \_\_\_\_\_ UW Campus ID # \_\_\_\_\_  
Last First

This form authorizes the release of student-specific financial information to a third-party. For more information about student rights and privacy, visit <https://registrar.wisc.edu/ferpa/>.

## Section 1. I give the Office of Student Financial Aid (OSFA) at the University of Wisconsin-Madison permission to release the following private/protected information.

I release **all information** related to my financial aid,

Or,

I release **only the following:**

The details of my financial aid offer

My private loan request(s)

My federal loan request(s)

Other, please specify. \_\_\_\_\_

## Section 2. I authorize the release of information, specified in Section 1, to the following third-party:

Full Name – Third Party \_\_\_\_\_

Full Name – Third Party \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Relationship to Student \_\_\_\_\_

## Section 3. My signature acknowledges that I have read and understand the following:

- If there is a hold on my record that prohibits release of information, requests will not be fulfilled. I am responsible for checking and clearing any holds prior to submitting this request. Review holds in your My UW portal.
- I must complete a separate Release of Financial Aid – FERPA form for each new third-party request.
- Requests for information will be reviewed and processed within 5 business days.
  - And I will not be contacted when information has been released to my authorized third-party.
- The release form only applies to my financial aid information maintained by OSFA. It is not intended for the release of any other academic, health or student records.
  - And it is not the same as giving Authorized Payer access through the Bursar's Office.
- My authorized third-party and I will comply with the authentication process when requesting information by providing student name, UW Campus ID, and date of birth.
- To revoke this release, I will need to send an email from my wisc.edu email to [finaid@finaid.wisc.edu](mailto:finaid@finaid.wisc.edu) specifying the third party to be removed.

\_\_\_\_\_  
**Student Signature –**

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Date

**Must be signed. Use Adobe Acrobat E-Sign.**

## Section 4. Submit.

**Email.** Send completed forms to [finaid@finaid.wisc.edu](mailto:finaid@finaid.wisc.edu) from your own wisc.edu email account. Forms submitted from any other email address will not be accepted.

**In-Person:** Students with their UW Campus ID or other valid photo ID (i.e. Driver's License, State-Issued ID, or Passport) may submit the completed form in person at our front desk. Check our website for our business hours. 333 East Campus Mall, 9<sup>th</sup> Floor.

**Office Use Only.** ID Verified. \_\_\_\_\_

Campus ID \_\_\_\_\_

Driver's License \_\_\_\_\_

State-Issued ID \_\_\_\_\_

Passport \_\_\_\_\_

Team Member Name \_\_\_\_\_ Date Received \_\_\_\_\_