FERPA Policy

Office of Financial Aid and Scholarship Pledge: We believe that students' privacy should never be compromised. At the same time, we understand the parent's need to access financial information. Therefore, we believe we can satisfy both elements by adhering to the Family Educational Rights and Privacy Act (FERPA) requirements.

Safeguarding a student's privacy: Hampton University is committed to providing services and support that meet the needs of students. Hampton University is equally committed to protecting the privacy of students. The Financial Aid Office receives numerous requests for the release of student information. The Director of Financial Aid provides guidance, direction, and policy interpretation regarding the release of all student data. This document serves as a notice to inform students that Hampton University intends to comply fully with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act was designated to protect the privacy of education records, establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with FERPA concerning alleged failures by the institution to comply with the act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. The complete policy can be read in the Office of the University Registrar.

Information collected and disclosed about a student: The Office of Financial Aid and Scholarships does not disclose personal or account information to any individual acting on behalf of the student, unless the student is present at the time of disclosure, or in cases where we have a valid federal tax return on file indicating the student is a dependent. The Office of Financial Aid and Scholarships will only provide account information to individuals over the phone with the consent of the Release Form filed in their financial aid records. To maintain optimal security of student's personal information, we restrict access to student's personal and account information only to federal, state and appropriate institutional authorities.

Protection of a student's information: The access and release of a student's nonpublic (non-directory) information such as educational records (or any personally identifiable information they contain) without a student's prior consent is prohibited under federal law. However, federal law permits access to such information without a student's prior consent under certain circumstances or to certain individuals. These include the following:

- Officials of the University, including teachers, who have a legitimate educational interest in the information
- Officials of other schools in which you seek or intend to enroll, on the condition that the student (upon request) receives a copy of what was transferred and has an opportunity to (upon request) challenge its content
- People, companies or agencies with whom the University has contracted to provide services that the University, itself, would otherwise have to provide (such as attorney, auditor, collection agent, security service or other service provider)

- Federal, state, and local officials, authorities, or their agents as required by law or for the purpose of audit, program and institutional evaluation and improvement, and legal compliance with federally supported education programs
- Financial aid information to the extent necessary for such purposes as determining eligibility for financial aid or determining or enforcing the terms or conditions of financial aid
- The University or its agents to the extent necessary to resolve any outstanding financial obligation to the University
- Accrediting organizations in order to carry out accrediting functions
- A student's parents, if the student is a dependent as defined in Section 152 of the Internal Revenue code
- Appropriate parties in a health or safety emergency
- Officials of the military for recruitment purposes
- By judicial order or lawfully issued subpoena
- Any other condition or individual not named here but for a legitimate purpose within federal law

The Office of Financial Aid and Scholarships regularly reviews procedures and practices to ensure that the student's financial information is protected from unauthorized access. It is the responsibility of the student to set or remove a restriction to release his/her financial information at any time. If a student restricts the release of directory information, the restriction will remain in effect until the student removes it. To authorize release or restriction of financial account information, a student must complete and submit a Financial Aid Records Release Form. The Financial Aid Records Release Form serves as written notification of disclosure and is included in the student's financial aid record.

Financial Aid Records Release Form

Under the U.S. Family Educational Rights and Privacy Act II of 1974, the student must authorize in writing the release of any part of his/her records including his/her financial account information.

_____ **I Do DIRECT** the Office of Financial Aid and Scholarships to release information included within my financial aid records to:

Name of Relative: _____

Relationship: _____

Address: _____

City, State, and Zip: _____

_____ **I Do Not Direct** the Office of Financial Aid and Scholarships to release any information included within my financial aid records to anyone other than myself.

_____
Please print last name, first name and middle initial

_____
Signature

_____
Social Security Number

_____
Date