



1000 State Street | Springfield, MA 01109 | 1.800.242.3142 | www.aic.edu

# Family Education Rights and Privacy Form (FERPA)

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), American International College protects the privacy rights of students by limiting personal information in education records that it will disclose. Education records include admissions (only if the student was admitted); academic and financial aid records pertaining to the student.

### Disclosure Consent

Non-directory information requires student consent prior to disclosure. Authorization from the student is required for the release of information to parents of independent students, spouses of independent students, and guardians or family members of students made independent by a dependency override.

Exceptions to this regulation are:

- Relevant school employees
- Representatives of federal and state agencies
- In response to subpoenas or court orders

I authorize American International College to disclose personally identifiable information contained in my educational records to the following individual(s).

Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

The records the above mentioned individual may access are:

- Academic records
- Admissions records
- Financial Aid records
- Business Office records
- Other \_\_\_\_\_

Signature	Printed Name	Date
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This authorization is valid from the signature date through the entire period the student is enrolled. Amendments or cancellations of this authorization must be provided in writing to the **Office of the Registrar**.

### Directory Information

Unless specifically requested in writing, directory information may be disclosed to the public without student consent. Directory information includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, enrollment status (e.g., full-time or part-time), and the most recent educational agency or institution attended.

I wish to restrict the release of directory information contained in my American International College educational records.

Signature	Printed Name	Student ID	Date
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If you choose NOT to restrict the release of directory information, no signature is required. Even parents or guardians cannot obtain information about your academic performance from the college, because college officials may not legally release such information.

### PLEASE RETURN THIS FORM TO:

The Office of the Registrar, American International College, 1000 State Street, Springfield, MA 01109.

1. This form does not apply to medical or psychological records in accordance with HIPPA regulations. You must contact the college or health services to obtain the necessary form for release of medical information.
2. If you want to change or revoke this information at any time, you must inform the Registrar's Office in writing of your request.