

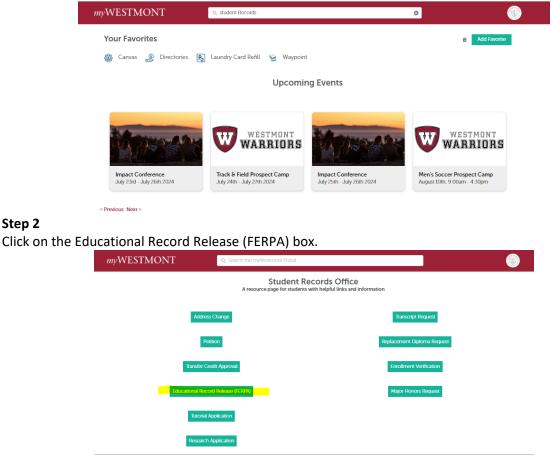
FERPA Release Form 2025-2026

<u>Federal regulations concerning the privacy of student educational records prohibit Student</u> <u>Financial Services from discussing anything related to the student's financial aid with anyone</u> other than the student (including parents!) without the student's prior consent. If you (the <u>student) wish to authorize us to discuss your financial aid with anyone else, please follow the</u> <u>instructions below.</u>

Instructions on how to give others access to your student invoice.

Step 1

Students will need to complete a FERPA form on their myWESTMONT portal. Type Student Records Office on the search bar and click on the drop-down.



Step 3

Click on Consent to Release Information box.



Step 4

Fill out the form. You have the option to choose what information you want your parents to see. By clicking on **+ Add Another**, you can add more than one person.

d New Authorized Parties irrst Name Last Name Last Name Last Four Digits of SSN Please edit the information below to indicate who should currently have access to your educational record. Records Office for information such as grades, enrollment status, courses, transcript Student Life for information such as student care or conduct records, other Student Life information. Does not include Counseling and Psychological Services (CARS) or Health Center records Counseling and Psychological Services (CARS) or Health Center records Counseling and Psychological Services (CARS) or Health Center records Counseling and Psychological Services for financial Information such as student billing Purpose for Release of Information.Why do you want the information released to those listed above? Examples: to assist in planning courses for an academic term; to allow my Student Life situation to be discussed
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Step 5

Once we receive this form, an email will be sent to the person you listed. They will then be able to set up their own login and password. **This final process may take up to 7 business days.**

As always, please feel free to contact our office if you have any questions. We can be reached by using our Student Financial Services Hotline 888-963-4624 or via email at <u>sfs@westmont.edu</u>.

Student Financial Services

Office: 805-565-6063 / 955 La Paz Road Santa Barbara, CA 93108