

Family Educational Rights and Privacy Act

The information presented here is in compliance with the Family Educational Rights and Privacy Act of 1974. The Act requires that students be informed annually of their rights and of the College's policies and procedures in compliance. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, after, making a reasonable attempt to notify the student of the records request.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



Saint Francis Medical Center College of Nursing
511 NE Greenleaf Street
Peoria, IL 61603

Authorization for Release of Information

I _____ authorize the Student Finance Office at Saint Francis
(name of student)

Medical Center College of Nursing to communicate through any means (such as,
but not limited to phone, e-mail, fax, mail) my financial aid/student account
information with

(name of person and relationship to student)

and (if applicable)

(name of person and relationship to student)

I understand that I can update this release of information at any time by sending a
signed and dated statement to the Student Finance Office at Saint Francis Medical
Center College of Nursing.

Student's Signature

Date