

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, disclosure of information from a student's financial aid record is strictly limited and FM has policies in place to comply with this law.

STUDENTS

You must have a FERPA password on file with FM before any financial aid personnel can discuss your student account over the phone. **This password allows us to identify you.**

To submit a FERPA password, you must complete the FERPA Authorization Form on the other side of this notice and return it to the Financial Aid or Registrar Office.

- **If you choose to return the form IN PERSON, you must show photo identification, driver's license, and/or student ID card.**
- **If you choose to return the form BY MAIL, you must have your signature Notarized.**

If you chose not to submit a FERPA Waiver Form, we cannot discuss any details of your financial aid account over the phone.

If you forget your FERPA password, you must complete a new form.

PARENTS and other THIRD PARTIES

The FM Financial Aid or Registrar Office cannot discuss a student's financial aid or academic information with a parent or other third party unless the student has authorized FM to release information to that party and that party has the student's FERPA Password and Social Security Number. A student who wishes to allow a parent(s) or other third party access to his or her financial aid or academic information must complete the FERPA Authorization Form on the other side of this notice and return it to the Financial Aid or Registrar Office.

- **If you, the student, choose to return the form IN PERSON, you must show photo identification, driver's license, and/or student ID card.**
- **If you, the student, choose to return the form BY MAIL, you must have your signature notarized.**

A parent or other third party must have your FERPA Password, Social Security Number, and authorization from you, before any of your financial aid or academic information can be discussed.

If you have submitted this form to FM previously you need to re-submit if you wish to change the information or establish a new FERPA password.

If you wish to rescind a previously submitted FERPA authorization, you must notify the Financial Aid or Registrar Office in writing.

If you choose not to submit a FERPA Authorization Form, we cannot discuss any details of your financial aid or academics with you over the phone, and we cannot discuss any details of your financial aid or academics with your parent(s) or other third party.