Tulane University

AUTHORIZATION FOR RELEASE OF INFORMATION

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, Tulane University does not disclose non-directory academic records without prior consent of the student.

For more information on Tulane’s FERPA Policy, including what information Tulane defines as directory information, please visit https://registrar.tulane.edu/sites/g/files/rdw891/f/FERPA_Policy_FINAL.pdf.

My signature on this release form permits the University to discuss my non-directory academic records as indicated with the person(s) named below. The following records may be released (select one):

- [ ] Academic Records
- [ ] Financial Aid Records
- [ ] Accounts Receivable Records
- [ ] Student Affairs Records, including student conduct
- [ ] Other, please specify ____________________________

Purpose of Disclosure:  
- [ ] Personal  
- [ ] Academic  
- [ ] Legal

This Authorization remains in effect until revoked by me in writing.

Name: ____________________________

Signature: ____________________________

Tulane ID #: ____________________________ Date: ____________________________

You may release information from my non-directory academic records to:

1. Name: ____________________________ Relationship: ____________________________

2. Name: ____________________________ Relationship: ____________________________

3. Name: ____________________________ Relationship: ____________________________

Return completed form, in person along with Tulane ID, to the relevant office:

<table>
<thead>
<tr>
<th>Record Requested</th>
<th>Office to return form to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records</td>
<td>Academic Advising Center; 100 Mussafer Hall</td>
</tr>
<tr>
<td>Newcomb-Tulane Students</td>
<td>School of Professional Advancement; 125 Gibson Hall</td>
</tr>
<tr>
<td>SoPA Undergraduate Students</td>
<td>School or program office</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Financial Aid Office; Science &amp; Engineering Lab Complex (2nd Floor)</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Accounts Receivable Office; 35 McAlister Drive, Suite 103 (Phelps House)</td>
</tr>
<tr>
<td>Accounts Receivable Records</td>
<td>Lavin-Bernick Center for University Life; Garden Level Room G03</td>
</tr>
<tr>
<td>Student Affairs Records</td>
<td></td>
</tr>
</tbody>
</table>

Students residing outside of New Orleans may call the relevant office to request an alternative submission method for this form.