



Office of the Registrar
10 College Way
Zarephath, NJ 08890
800-234-9305 ext. 1104

FERPA Release Form

It is the policy of Somerset Christian College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information such as name and address, may be disclosed to the public. However, private information, such as grades, class schedules, the student account, and financial aid awards, may not be released without express consent from the student.

Signing this form provides such consent, according to the information designated for release and to whom it will be released.

I, _____, Student ID Number _____, authorize Somerset Christian College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Somerset Christian College.

Please initial all that apply:

- _____ All financial records in the Student Accounts Office
- _____ All Financial Aid information.
- _____ All academic records.
- _____ Other _____

Persons to whom information may be released:

- Name: _____
- Name: _____
- Name: _____

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the above named persons. I understand that this release is only valid for a maximum of one year and must be updated annually. I understand that this release will remain in effect for one full year unless I revoke such consent in writing and the revocation is received and processed by Somerset Christian College.

Expiration date, if less than one year (optional):

Signature: _____ Date: _____

Students wishing to deny disclosure of directory information to any student at SCC must do so in writing and submit to the Registrar's Office. Directory Non-Disclosure forms can be obtained at the Admissions desk of The College and must be filled out in its entirety.