



RELEASE OF INFORMATION

Northeastern Baptist College (NEBC) is an accredited, degree-issuing institution in the state of Vermont. In accordance with the Family Education Rights and Privacy Act (FERPA), NEBC will only share academic or personal information at the request of the student. By signing this consent form, you are giving NEBC the authority to share information with the specified individual(s) named on this form.

I, _____ Student ID# _____
Student Name (Print)

hereby authorize Northeastern Baptist College (NEBC) to release information as indicated below.

I give my permission to grant:

- | | |
|---------|-------|
| _____ | _____ |
| Name | Phone |
| _____ | _____ |
| Address | Email |
- | | |
|---------|-------|
| _____ | _____ |
| Name | Phone |
| _____ | _____ |
| Address | Email |

the authorization to receive the following by phone, in person, through mail, or through email:

- | | |
|--|--|
| <input type="checkbox"/> Academic Information
Including, but not limited to: grades, grade point average, enrollment level, course selection | <input type="checkbox"/> Financial Information
Including, but not limited to: scholarships, awards, account balance, account charges, billing, payment |
| <input type="checkbox"/> Student Conduct Information
Including, but not limited to: academic standing, disciplinary processes | <input type="checkbox"/> Disability Information
Including, but not limited to: type of disability, accommodation of needs |

Student Signature Date

Do not disclose directory information about me.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. With limited exception, Northeastern Baptist College (NEBC) is required to receive written consent from students before personal or academic information can be discussed or released to any third party (e.g., spouse, parent, employer, etc.). This Release of Information form allows students to grant others access to their records.

NEBC students hold the following rights:

THE RIGHT TO PRIVACY OF EDUCATIONAL RECORDS

Current personal educational records, including transcripts, enrollment records, and academic plans, are not released or shown to anyone other than NEBC personnel (under the authority of the Vice President of Academics on a need-to-know basis for honors evaluation, routine processing, academic concerns, and to fulfill necessary administrative tasks), except in accordance with the written consent of the student, as expressed on the reverse of this document.

THE RIGHT TO REVIEW EDUCATIONAL RECORDS

A student has the right, with the Registrar present, to view his or her permanent file, but is not allowed to alter the content in any way, except by the addition of written and signed correctives. Failure to provide truthful and/or accurate information on NEBC applications, church certifications, or on other permanent records provided by the student may be grounds for dismissal. A student's permanent academic record consists of the following:

- Completed application for admission
- Transcripts from all institutions attended
- Final college transcript (showing degree received and the date awarded)
- Graduation application with the final degree check
- Original church recommendation for admission
- Annual Church Membership verification forms
- Copies of any correspondence regarding disciplinary issues and the student's written response(s), if any. *U.S. Courts have ruled that disciplinary files qualify as "educational records" under FERPA.*
- Any other information deemed pertinent to a student's academic history

THE RIGHT TO REQUEST PRIVACY OF DIRECTORY INFORMATION

Directory information published by NEBC is in the public domain. Students may request that the school not disclose directory information about them. This may be done by checking "do not disclose directory information about me" on the reverse of this document.

Questions regarding directory information and/or permanent student records should be directed to the Registrar.