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## **FINANCIAL AID STUDENT CONSUMER INFORMATION CONFIDENTIALITY AND SECURITY OF RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law designed to protect the privacy of a student's education records. Information contained in financial aid applications, as well as conversations with the student and family, are considered confidential and will not be released to the public.

The majority of the student's information is stored electronically in the financial aid system's database. To ensure that only authorized personnel can access this database, a username (assigned code) and personalized password are required to log onto the computer.

Students have the right to inspect and review their financial aid application records maintained by the University. We are not required to provide photocopies of information in the student's financial aid record unless it is impossible for the student to inspect the records personally.

Students have the right to request that a school correct records believed to be inaccurate or misleading. If we decide not to amend the record, the student then has the right to a formal hearing through the student grievance procedures as outlined in the Student Handbook. If the record is still not changed in response to the hearing, the student has the right to place a statement in the record commenting on the contested information.

Generally, we must have written permission from the student before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

- Employees of the University, the U.S. Department of Education, the Oregon Student Assistance Commission, other school's financial aid offices, or lenders and guarantors who have a "need-to-know".
- An auditor designated to audit the university Financial Aid Office.
- Individuals or agencies who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.

Statistical information that does not personally identify a student will be released to any University department, government agency, or scholarship service which has a "need-to-know".

To ensure that information is not released to the public before discussing any information concerning a student's application, awards, etc., the person requesting the information must provide positive identification (e.g., driver's license number, school photo ID, or "personal knowledge"). Students' cooperation in abiding by this policy is appreciated. To release information to parents, spouse, or other persons, students must complete and sign a *Consent for Release of Information* form—available in the Financial Aid Office.